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CDC 70250

ADMINISTRATION SPECIALIST

(AFSC 70250)

Volume 2

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Administrative Correspondence

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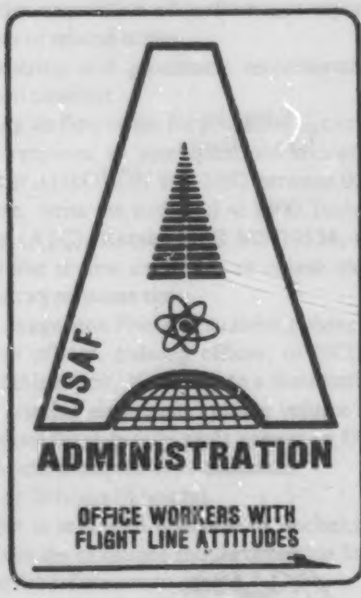

Extension Course Institute
Air University

D 301.26/17-2:

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UNITED STATES OF AMERICA
MCMXLVII

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Preface

THIS SECOND volume of CDC 70250 covers a wide variety of subjects. It describes various procedures you will need to know in order to manage administrative communications.

Chapter 1 deals with Air Force correspondence. Included in the chapter is correspondence management policies, preparing the Air Force letter, dispatching correspondence, and other types of written correspondence.

Chapter 2 covers message management responsibilities, categories and types of messages, MINIMIZE procedures, and preparation of messages.

Chapter 3 covers administrative orders. Included in this chapter is general information concerning orders; orders management; special orders; reserve, aeronautical, and movement orders; and lastly the maintenance and disposition of the record copy.

Chapter 4 deals with the preparation of performance reports and letters of evaluation (LOEs) and an explanation of related terms.

Chapter 5 covers preparing and processing recommendations for decorations and preparing award decoration citations.

Code numbers appearing on figures are for preparing agency identification only.

To get an *immediate response* to your questions concerning subject matter in this course, call the author(s) at AUTOVON 868-3552 between 0800 and 1600 CST, Monday through Friday. Otherwise, write the author(s) at 3400 Technical Training Group, 3300 Technical Training Wing (ATC), Keesler AFB MS 39534, to point out technical errors you find in the text, volume review exercises, or course examination. Sending subject matter questions to ECI slows response time.

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READEX FICHE

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CHAPTER 1

Air Force Correspondence

YOU HAVE BEEN at your new base for a little while now, and people are great and the work is not bad; in fact, you rather like your new job. No more marching or technical school—you are actually on the job and accomplishing a mission. As a matter of fact, you are in charge of the office this afternoon. Your supervisor and fellow workers are attending a briefing at the base theater and you are in complete control of things.

There you sit, smiling proudly at the way you handled that last telephone call. You really impressed Sergeant White by knowing the status of her request for forms and not having to take time to look the information up. You are thinking, "Hey, this is great!" when Captain Jones enters the office, moves directly to your desk, and says, "Airman Smith, here is a draft of a letter to the base commander at Eglin Air Force Base, Florida. It must go out today. You will need to take it over for the colonel's signature. How soon can you have it ready?"

Now, don't panic. This may be your first official letter, but you must start sometime if you are going to be an administration specialist. The first letter is certain to be a problem, but most problems have solutions if the right approach is used.

In this chapter, you have the information to help you solve this particular problem. We discuss correspondence management forms and policies, the standard stationery to use for Air Force letters, and the procedures and format to use in preparing them. Also, we discuss other correspondence formats and the purpose and use of forms and guide letters.

1-1. Correspondence Management Policies

This section gives you the Air Force policy on correspondence management. At first glance, it may seem that each office has its own way of controlling the reams of paperwork that flow through it daily. But a closer look will show that those local methods are actually based on standard Air Force procedures.

200. Explain "correspondence management" and "concept of direct communication" and briefly state the policies of the Air Force on the coordination of correspondence, use of the authority line, and signature and release of correspondence.

What do we mean when we say "correspondence management?" Correspondence includes such things as letters, indorsements, memoranda, reports, meeting minutes, and staff studies. "Management," as used in this chapter, refers to all procedures and forms used to format and prepare correspondence.

Concept of Direct Communications. There should be a constant flow of correspondence from action office to action office within an organization as well as between headquarters. The office originating correspondence should address it directly to the action office. You can help by not imposing any unnecessary review, coordination, or other control or routing on a piece of correspondence.

Coordination. Ask other offices within your unit to look over your correspondence when an action you propose would greatly affect their way of doing business. Don't ask them to look over your paperwork just for information. This only delays the paperwork in getting to the action office. Coordinate by the quickest and most informal method practical and, when possible, while the paperwork is still in the draft stage. Most local and routine matters can be coordinated by telephone; however, you should exercise good judgment in doing this. For instance, if another office is interested in the contents of the paperwork but it will not affect them, it would be much better to send them an information copy than to send the original through them for their comments. Do not show coordination in the upper right-hand corner on incoming correspondence. This space is used for the file code.

Using the Authority Line. A position of responsibility normally carries with it the authority to carry out the responsibilities. Staff members should correspond directly with the action agency in conducting routine staff actions. However, since staff members do not have command authority, when they sign correspondence that states policy or is directive in nature, an authority line must be used. An authority line consists of the words FOR THE COMMANDER, except when the head of the organization has another title such as Commander in Chief, Superintendent, Commandant, etc.

Use of the authority line is determined by the letter content, not by the organizational level or the intended recipient. Do not use an authority line on correspondence that:

a. Is signed by the commander, vice commander, or deputy commander.

b. Expresses the opinion, position, concurrence, etc., of a directorate, division, branch, etc.

c. Contains a statement such as "The commander directs," "The commandant desires," etc.

d. Is addressed to intraheadquarters offices.

e. Is addressed outside the Department of Defense.

Signature and Release. All official Air Force correspondence must be signed by an authorized official. The authority to sign correspondence is given by law, by delegation, or as a normal responsibility of that person's position. The procedures used to authenticate Air Force documents are in AFR 12-17, *Authentication of Air Force Documents.*

Commanders should delegate the authority to sign correspondence to the lowest organizational level having sufficient knowledge of, and responsibility for, the subject of the correspondence. They should select, by subject, both the correspondence that they will sign personally and the correspondence that other staff or administration officers will sign. If this authority is not delegated properly, correspondence may backlog while the commander is away from the office. Also, improper delegation of authority can hinder direct communication. There will, however, be times when protocol requires the personal signature of the commander.

Commanders exercise command authority even when they are absent. When they are absent, the people to whom they have delegated authority continue to act in their behalf. In the event of a prolonged absence of the commander, the next senior officer eligible under AFR 35-54, *Rank, Precedence, and Command,* assumes command.

Correspondence should never be signed "for" another individual, nor should the phrase "for and in the absence of" be used. Also, persons should not sign correspondence as "acting" in any staff capacity, except when the position is vacant or the person assigned to that position is absent and the signer has been officially designated to act in the staff position temporarily. The term "acting" may not be used in any situation prohibited by AFRs 12-17 and 35-54.

The signer should sign sufficient copies of a letter for a signed copy to be sent to each addressee. Also, correspondence should be signed at intervals throughout the day. This helps to insure that correspondence is mailed on the day it is signed and to avoid "dumping" mail on the Base Information Transfer Center (BITC) or distribution offices at the end of the day. Important correspondence that is signed after the last scheduled messenger pickup for the day should be delivered to the BITC or to the distribution office.

Since correspondence often must be reproduced, the color of ink you use to sign it is important. Some reproduction equipment is not sensitive to light-colored ink, so you should sign with black or dark blue ink.

If the workload in your organization is so heavy that signing correspondence becomes too time-consuming, a facsimile signature may be used. AFR 12-17 covers this process.

Exercises (200):

1. What does "concept of direct communication" mean?

2. How can you contribute to the concept of direct communication?

3. How do you determine which correspondence should be coordinated with other offices within your unit?

4. In what stage of preparation should correspondence be coordinated if possible?

5. What determines whether an authority line is to be used?

6. When should correspondence be signed under an authority line?

7. Does military correspondence addressed outside the Department of Defense require an authority line?

8. In what publication is the procedure for signing Air Force documents outlined?

9. Why should the authority to sign correspondence be delegated to the lowest organizational level possible?

10. When may correspondence be signed using the term "acting commander"?

11. Why should you not delay signing correspondence until the end of the workday?

12. Why should correspondence always be signed in black or dark blue ink?

13. Why is the facsimile signature sometimes used?

201. Cite the procedures for establishing suspense control and imposing a suspense date, give the purpose of a record of action, and name the forms used to control classified and unclassified correspondence.

Suspense and Locator Actions. Most of the correspondence received by an organization is routine. Since there is a limited value in controlling this correspondence, AFR 10-1, *Preparing Written Correspondence*, directs that routine matter should not be controlled by suspense records. However, to insure that offices respond within a reasonable time, the Chief of Base Administration sets a standard time limit for response to priority and routine correspondence. Usually this time limit appears in a supplement to AFR 10-1.

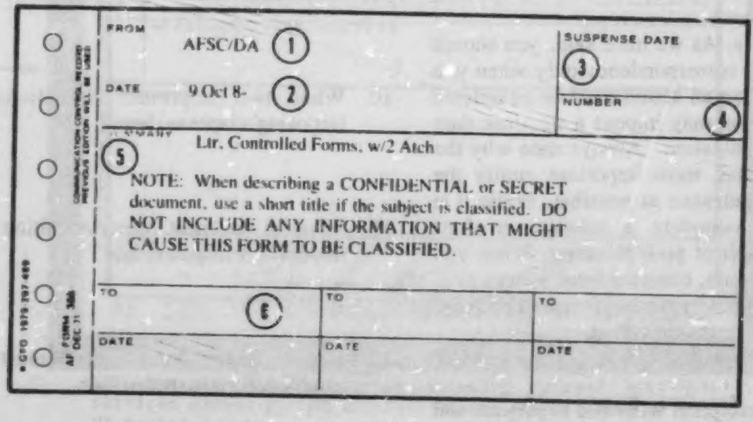
Suspense control. The fact that correspondence requires a reply is not sufficient reason to place it under suspense control. These types of correspondence *should* be placed under suspense control:

a. Correspondence directing or requesting a reply by a specific date.

b. Correspondence signed by high-level officials, by the executive branch of the Government, members of Congress, or important civil officials.

c. Other categories of correspondence that heads of agencies or commanders determine warrant priority action or control.

Suspense control on a piece of paperwork should be maintained at one organizational level. In most cases this will be the action office. To make sure that suspenses are not neglected, it is a good practice to have one person in charge of the suspense file. This file consists of one copy of AF Form 388, Communications Control Record, for each piece of paperwork under suspense control. Figure 1-1 shows an example of this form and tells how to prepare it. This form, with interleaved carbons, eliminates the need to prepare more than one control form for a piece of correspondence. It is used for all unclassified



FROM AFSC/DA ①

DATE 9 Oct 8- ②

SUSPENSE DATE ③

NUMBER ④

Ltr. Controlled Forms, w/2 Atch ⑤

NOTE: When describing a CONFIDENTIAL or SECRET document, use a short title if the subject is classified. DO NOT INCLUDE ANY INFORMATION THAT MIGHT CAUSE THIS FORM TO BE CLASSIFIED.

TO ⑥	TO	TO
DATE	DATE	DATE

AF FORM 388 DEC 71

Make these entries:

① Organization designation and functional address symbol of office that originated the communication.

② Date of the communication being routed.

③ Date of required action completion (for use of the action office that originated this form).

④ US postal registry number or any other number assigned to a sealed envelope or to the container transmitting the communication received.

⑤ Brief description of the communication (see note on form). Show the type of communication (ltr, msg, etc.). Include the subject line and the number of attachments. Give any additional information needed, including specific instructions for the action office: requesting an information copy, preparing the answer for a specific signature, identifying the office that received the communication, and setting the suspense.

⑥ Place here the functional address symbol of the office being suspensed and the date the suspense is given.

NPA8-92B

Figure 1-1. Sample, AF Form 388 with instructions.

correspondence and may also be used for Confidential or Secret documents that do not require a receipt. AF Form 310, Document Receipt and Destruction Certificate, is normally used to control Secret and Confidential documents that require a receipt.

All information necessary to complete the AF Form 388 is taken directly from the correspondence, except the suspense date and the routing instructions. These are determined by the person who maintains the suspense file. The suspense date is the date the reply is to reach a particular office—not the date the originator is expecting the reply.

Record of actions. Once the suspense date has been set and the AF Form 388 prepared, file the original chronologically by the suspense date. The copies are attached to the correspondence and sent to the action office. The record of actions insures that suspensed correspondence is tracked on a continuing basis. Check the suspense file at the beginning of each day to see if any replies are due to go out that day. The quickest and simplest way to follow up is to telephone the action office to see whether they can meet the suspense. If not, set a new suspense date and notify the organization expecting the reply that there will be a delay. AF Form 74, Communication Status Notice/Request (fig. 1-2) is an optional statement postcard and can be used for this and many other purposes.

Imposing suspense dates. As we have said, you should impose a suspense date on correspondence only when you must receive a reply or when an action must be completed by a specific date. Also, you may impose a suspense date only on a *subordinate* organization. Always state why the suspense date is needed and, most important, notify the office concerned as far in advance as possible. While it is sometimes necessary to complete a mission, a short suspense is usually the result of poor planning. When you are establishing a suspense date, consider these factors:

a. Number of days required by the originator to prepare, coordinate, and process the communication.

b. Mail time from the sending office to the receiving agency.

c. Number of days the recipient will need to prepare and transmit a reply.

Exercises (201):

1. AFR 10-1 directs that routine matters should not be controlled by suspense records. Why?

2. What can you do to insure that action offices respond to routine correspondence within a reasonable length of time?

3. Should all correspondence that requires an answer be placed under suspense control?

4. Should correspondence directing a reply by a specific date be placed under suspense control?

5. At what organization levels should suspense control be maintained?

6. What form is used to maintain a suspense control for unclassified correspondence?

7. What two items of information that are necessary for completing the communications control record cannot be taken from the correspondence being controlled?

8. Who is responsible for setting the suspense date?

9. How often should a suspense file be checked?

10. What two important limitations are placed on imposing suspense dates?

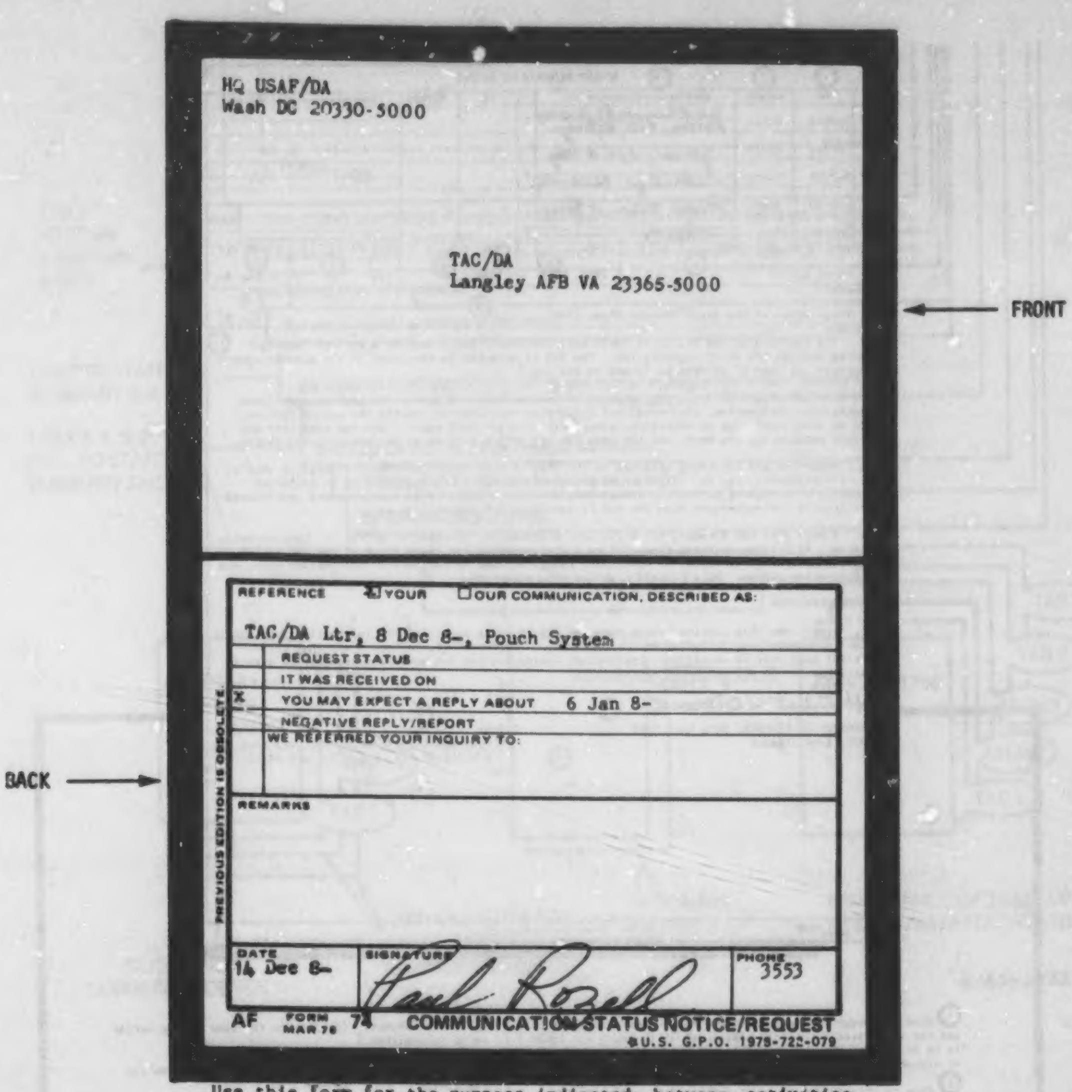
11. What is the most important thing you should do in imposing a suspense date?

12. Name three things you must consider when establishing a suspense date.

202. Identify the forms used in correspondence management.

AF Form 74, Communication Status Notice/Request. This form (fig. 1-2) is an optional statement postcard used to let senders know the status of their correspondence. It should not be used to acknowledge receipt of negative responses or reports; instead, just include a MEMO FOR RECORD on your record copy. You may use the "Remarks" section for notification of official Air Force business other than communication status.

AF Form 1768, Staff Summary Sheet. AF Form 1768 is used to give the person signing a particular piece of correspondence background information and facts. Keep the comments on this form brief but, at the same time, give sufficient detail upon which to base a decision. This form



HQ USAF/DA
Wash DC 20330-5000

TAC/DA
Langley AFB VA 23365-5000

REFERENCE ☒ YOUR ☐ OUR COMMUNICATION, DESCRIBED AS:

TAC/DA Ltr, 8 Dec 8-, Pouch System

	REQUEST STATUS
	IT WAS RECEIVED ON
X	YOU MAY EXPECT A REPLY ABOUT 6 Jan 8-
	NEGATIVE REPLY/REPORT
	WE REFERRED YOUR INQUIRY TO:

REMARKS

DATE	SIGNATURE	PHONE
14 Dec 8-	Paul Rozell	3553

AF FORM MAR 78 74 COMMUNICATION STATUS NOTICE/REQUEST

PREVIOUS EDITION IS OBSOLETE.

☆U.S. G.P.O. 1978-722-079

Use this form for the purpose indicated, between activities serviced either by the military distribution system or by the US Postal Service.

NPA6-78B

Figure 1–2. Sample, AF Form 74.

can be used also for information purposes. In-depth guidance is given in figure 1-3, showing the preparation of requirements and points you should know. In addition, figure 1-4 shows how to arrange attachments to the form. (The attachments are: the correspondence that is being prepared, record copies, and other pertinent material that has been used in the development of the correspondence.)

Optional Form 41, Routing and Transmittal Slip. Use this form as a routing slip and also as a transmittal slip for correspondence and publications. Entries may be typed or written, as shown in figure 1-5. More specifically:

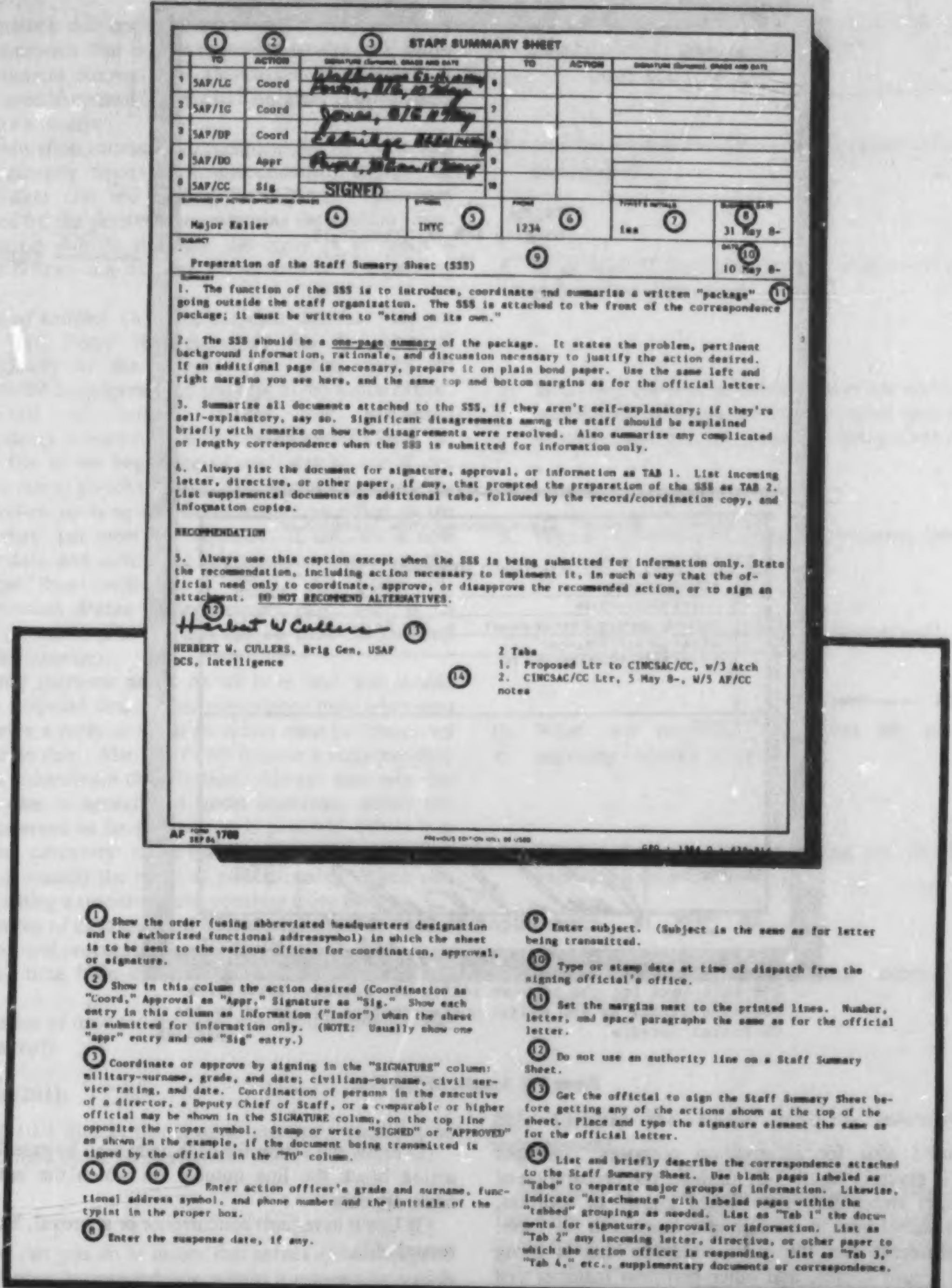
(1) Use it to comment on a document that is being routed within or outside your activity. Continue your remarks on the back if you need more space.

(2) Show the action for each addressee by entering in the action block the line number on which the individual's name appears.

(3) Use it to request concurrence or approval, but not as a record of it.

Standard Form 63, Memorandum of Call. Use this form (fig. 1-6) to record telephone messages and memorandums of calls, for memorandums of visitors, or to inform personnel of a visitor or telephone call.

Optional Form 27, United States Government 2-Way Memo. Use this form (fig. 1-7) for correspondence that is less formal than the official letter. Write it in brief, informal language. Forward the original and one copy, and keep the



① ② ③ **STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	SAF/LG	Coord		6			
2	SAF/IG	Coord		7			
3	SAF/DP	Coord		8			
4	SAF/DO	Appr		9			
5	SAF/CC	Sig	SIGNED	10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
Major Keller ④	INTC ⑤	1234 ⑥	lea ⑦	⑧ 31 May 8-

SUBJECT

Preparation of the Staff Summary Sheet (SSS) ⑨

DATE ⑩ 10 May 8-

SUMMARY

1. The function of the SSS is to introduce, coordinate and summarize a written "package" going outside the staff organization. The SSS is attached to the front of the correspondence package; it must be written to "stand on its own." ⑪

2. The SSS should be a one-page summary of the package. It states the problem, pertinent background information, rationale, and discussion necessary to justify the action desired. If an additional page is necessary, prepare it on plain bond paper. Use the same left and right margins you see here, and the same top and bottom margins as for the official letter.

3. Summarize all documents attached to the SSS, if they aren't self-explanatory; if they're self-explanatory, say so. Significant disagreements among the staff should be explained briefly with remarks on how the disagreements were resolved. Also summarize any complicated or lengthy correspondence when the SSS is submitted for information only.

4. Always list the document for signature, approval, or information as TAB 1. List incoming letter, directive, or other paper, if any, that prompted the preparation of the SSS as TAB 2. List supplemental documents as additional tabs, followed by the record/coordination copy, and information copies.

RECOMMENDATION

5. Always use this caption except when the SSS is being submitted for information only. State the recommendation, including action necessary to implement it, in such a way that the official need only to coordinate, approve, or disapprove the recommended action, or to sign an attachment. DO NOT RECOMMEND ALTERNATIVES.

⑫

Herbert W Cullers ⑬

HERBERT W. CULLERS, Brig Gen, USAF
DCS, Intelligence

⑭

2 Tabs
1. Proposed Ltr to CINCSAC/CC, w/3 Atch
2. CINCSAC/CC Ltr, 5 May 8-, W/5 AF/CC notes

AF FORM 1768 SEP 84 PREVIOUS EDITION WILL BE USED

① Show the order (using abbreviated headquarters designation and the authorized functional addressymbol) in which the sheet is to be sent to the various offices for coordination, approval, or signature.

② Show in this column the action desired (Coordination as "Coord," Approval as "Appr," Signature as "Sig." Show each entry in this column as Information ("Infor") when the sheet is submitted for information only. (NOTE: Usually show one "appr" entry and one "Sig" entry.)

③ Coordinate or approve by signing in the "SIGNATURE" column: military-surname, grade, and date; civilians-surname, civil service rating, and date. Coordination of persons in the executive of a director, a Deputy Chief of Staff, or a comparable or higher official may be shown in the SIGNATURE column, on the top line opposite the proper symbol. Stamp or write "SIGNED" or "APPROVED" as shown in the example, if the document being transmitted is signed by the official in the "TO" column.

④ ⑤ ⑥ ⑦ Enter action officer's grade and surname, functional address symbol, and phone number and the initials of the typist in the proper box.

⑧ Enter the suspense date, if any.

⑨ Enter subject. (Subject is the same as for letter being transmitted.

⑩ Type or stamp date at time of dispatch from the signing official's office.

⑪ Set the margins next to the printed lines. Number, letter, and space paragraphs the same as for the official letter.

⑫ Do not use an authority line on a Staff Summary Sheet.

⑬ Get the official to sign the Staff Summary Sheet before getting any of the actions shown at the top of the sheet. Place and type the signature element the same as for the official letter.

⑭ List and briefly describe the correspondence attached to the Staff Summary Sheet. Use blank pages labeled as "Tabs" to separate major groups of information. Likewise, indicate "Attachments" with labeled pages within the "tabbed" groupings as needed. List as "Tab 1" the documents for signature, approval, or information. List as "Tab 2" any incoming letter, directive, or other paper to which the action officer is responding. List as "Tab 3," "Tab 4," etc., supplementary documents or correspondence.

NPA5-345B

Figure 1-3. Sample, AF Form 1768 with instructions.

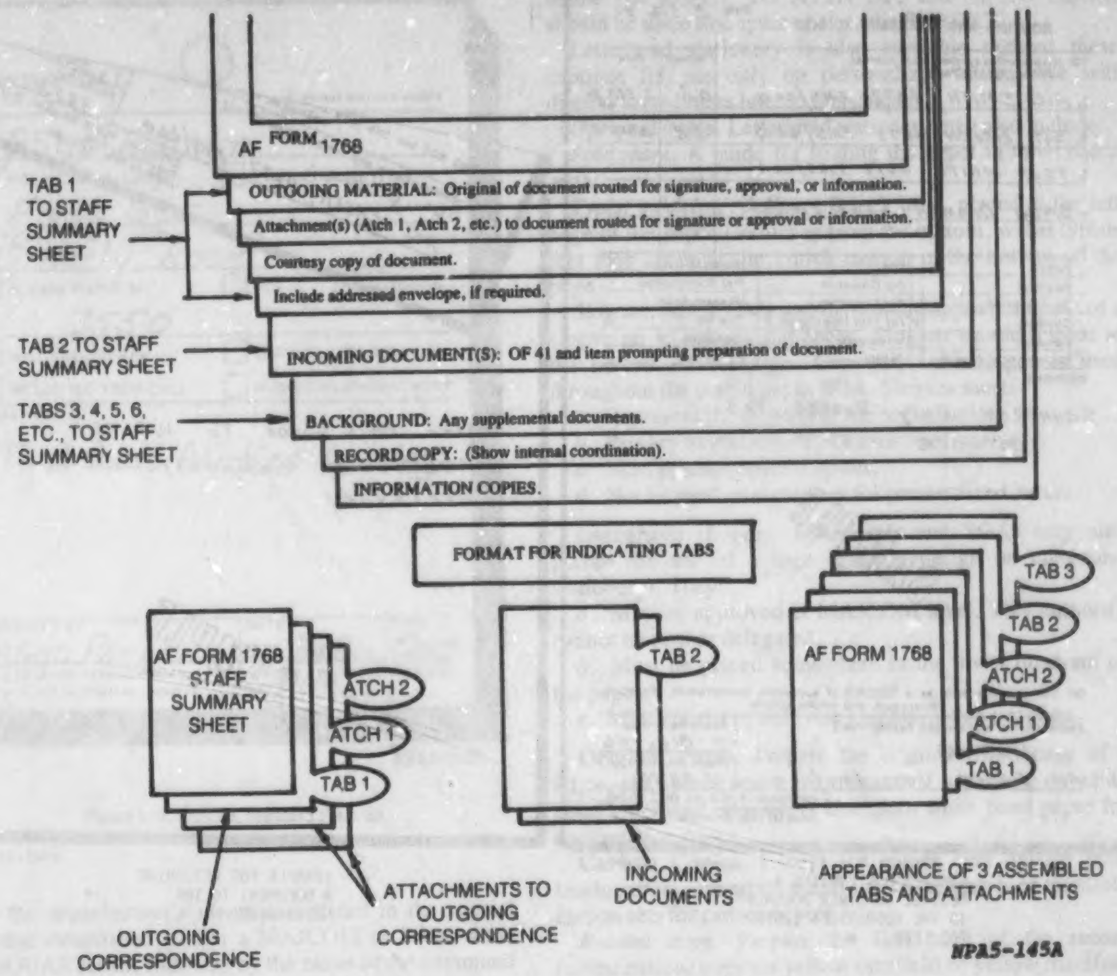

AF FORM 1768
TAB 1
TO STAFF
SUMMARY
SHEET
OUTGOING MATERIAL: Original of document routed for signature, approval, or information.
Attachment(s) (Atch 1, Atch 2, etc.) to document routed for signature or approval or information.
Courtesy copy of document.
Include addressed envelope, if required.
TAB 2 TO STAFF
SUMMARY SHEET
INCOMING DOCUMENT(S): OF 41 and item prompting preparation of document.
TABS 3, 4, 5, 6,
ETC., TO STAFF
SUMMARY SHEET
BACKGROUND: Any supplemental documents.
RECORD COPY: (Show internal coordination).
INFORMATION COPIES.
FORMAT FOR INDICATING TABS
AF FORM 1768
STAFF
SUMMARY
SHEET
ATCH 2
ATCH 1
TAB 1
TAB 2
AF FORM 1768
TAB 3
TAB 2
ATCH 2
ATCH 1
TAB 1
OUTGOING
CORRESPONDENCE
ATTACHMENTS TO
OUTGOING
CORRESPONDENCE
INCOMING
DOCUMENTS
APPEARANCE OF 3 ASSEMBLED
TABS AND ATTACHMENTS
HPA5-145A

Figure 1-4. Sample, AF Form 1768 with attachments.

third copy as a record. The addressee replies in the "Reply" block, keeps the original, and returns copy two to you. This form saves the time required for typing and correcting, and saves the coct of duplicating.

Exercises (202):

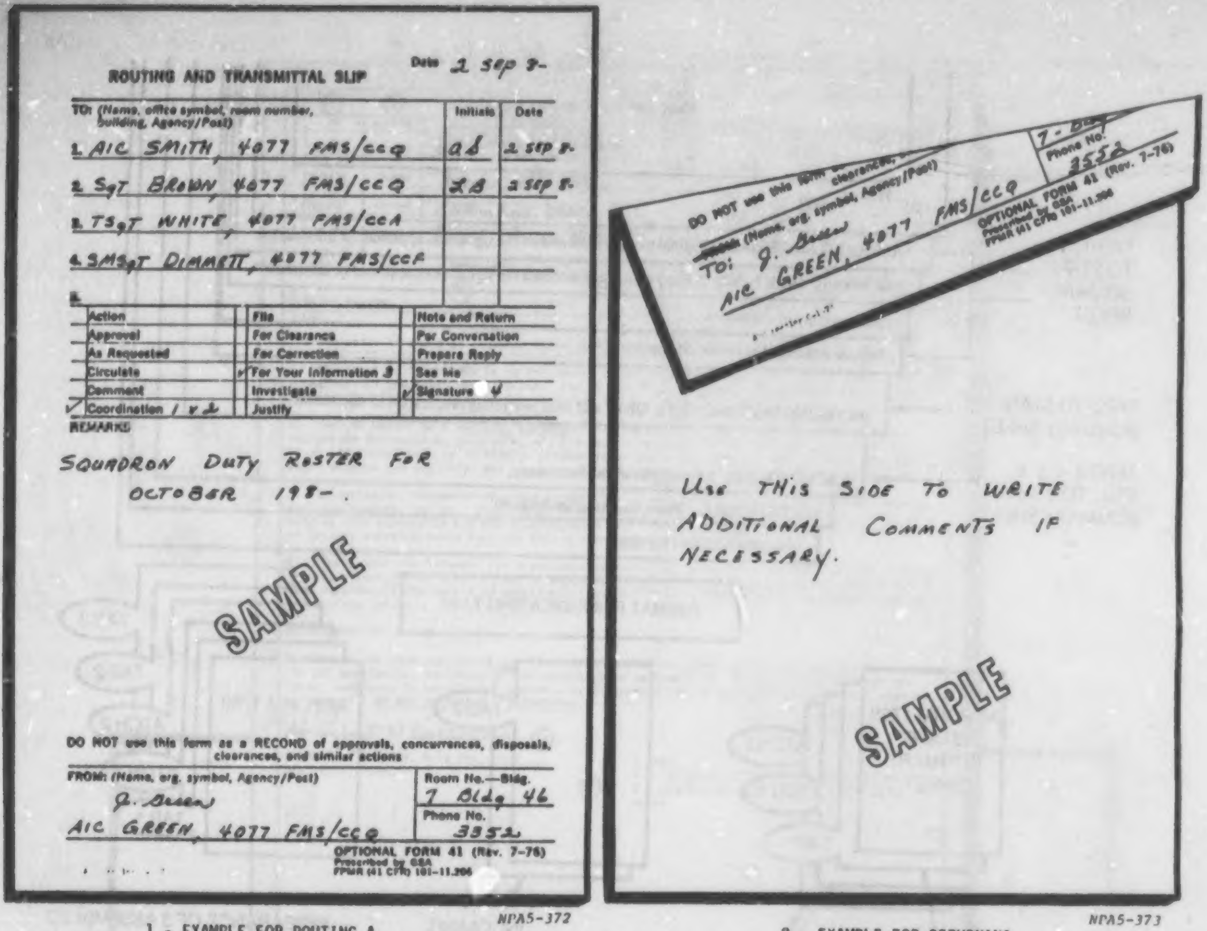
1. Should a record copy of an AF Form 74 be prepared?

2. What is the purpose of an AF Form 1768?

3. What is the purpose of an Optional Form 41?

4. What is the purpose of the SF 63?

5. What kinds of savings does Optional Form 27 offer?



ROUTING AND TRANSMITTAL SLIP

Date 2 SEP 8-

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. AIC SMITH, 4077 FMS/CCQ	AS	2 SEP 8-
2. SGT BROWN, 4077 FMS/CCQ	LB	2 SEP 8-
3. TSGT WHITE, 4077 FMS/CCA		
4. SMSGT DIMMETT, 4077 FMS/CCF		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate	✓	For Your Information 3		See Me
	Comment		Investigate	✓	Signature 4
✓	Coordination 1 & 2		Justify		

REMARKS

SQUADRON DUTY ROSTER FOR OCTOBER 198-.

SAMPLE

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
J. Green AIC GREEN, 4077 FMS/CCQ	7 Bldg 46
	Phone No. 3352

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

NPA5-372

1 - EXAMPLE FOR ROUTING A MESSAGE OR OTHER DOCUMENT TO THE ADDRESSEES LISTED TOP LEFT.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances,

(Name, org. symbol, Agency/Post)

To: J. Green
AIC GREEN, 4077 FMS/CCQ

7 - Bldg

Phone No.
3352

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

USE THIS SIDE TO WRITE ADDITIONAL COMMENTS IF NECESSARY.

SAMPLE

NPA5-373

2 - EXAMPLE FOR RETURNING A DOCUMENT TO THE ORIGINATOR.

Figure 1-5. Sample, Optional Form 41.

203. Identify Air Force stationery in terms of size, letterhead, seal, and other decorations; and identify the kinds of paper used for carbon copies.

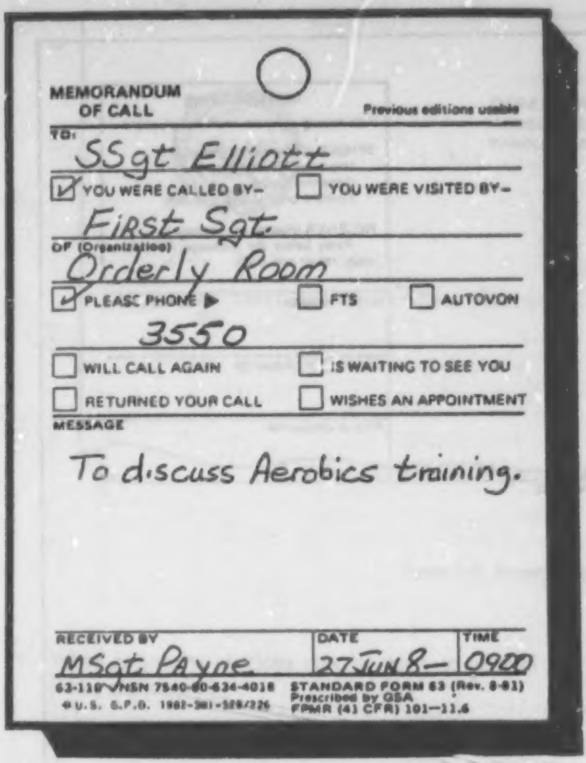
We may be making an obvious point, but before you can prepare a letter, you must select the right stationery and know how many copies to make.

The standard paper size for stationery Government-wide is 8½ by 11 inches. AFR 6-1, *Policies, Procedures, and Standards for Production and Procurement of Air Force Printing, Duplicating, Copying, and Microform*, prescribes the composition, quality, and weight of the various stocks of paper used.

Printed Letterhead. Printed letterhead stationery may be used at any level of command, group or above, providing the quantity required justifies the printing cost. Major commands (MAJCOMs) and separate operating agencies (SOAs) may authorize subordinate elements to use parent organization letterhead stationery. When this is done, the identity of the organization using its parent organization's letterhead must be reflected in the letterhead caption REPLY TO ATTN OF and in the signature element. In the following paragraphs we discuss the elements that make up the standard format of official Air Force letterhead stationery.

Seal. The Department of Defense seal, 1 inch in diameter, appears 1/2 inch from the upper left and top edge of the paper. No other decorative or distinguishing devices may be used in this area. Note how the seal is arranged in figure 1-8.

Organization designation and address. The first line of the organization's identity will be the words DEPARTMENT OF THE AIR FORCE. The second line



MEMORANDUM
OF CALL

Previous editions usable

TO:
SSgt Elliott

☑ YOU WERE CALLED BY– ☐ YOU WERE VISITED BY–

First Sgt.

OF (Organization)
Orderly Room

☑ PLEASE PHONE ▶ ☐ FTS ☐ AUTOVON

3550

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE
To discuss Aerobics training.

RECEIVED BY	DATE	TIME
MSgt Payne	27 JUN 8–	0900

63-110 NSN 7540-00-634-4018
☆U.S. G.P.O. 1982-381-529/226

STANDARD FORM 63 (Rev. 8-81)
Prescribed by GSA
FPMR (41 CFR) 101–11.6

NPA5–537

Figure 1–6. Sample, Standard Form 63.

shows the organization's identity as stated in the special order that established it. For a MAJCOM or SOA, show HEADQUARTERS, followed by the name of the command or agency. For any organizational level below this, including group level, show the word HEADQUARTERS before the numerical or named designation, if it appeared in the activation order that way.

For any organization below MAJCOM or SOA, show the abbreviation of the MAJCOM or SOA in parentheses after the organization designation.

The address—either the geographical location and ZIP code or the APO number for organizations overseas—goes on the third line. Never show both the APO number and the geographical location. When the activity is not on a military installation and the street address or a particular building designation is part of the official mailing address, place this information on the third line; then place either the geographical location and ZIP code or the APO number on the fourth line. Figure 1-9 gives some examples of letterhead headings.

Captions. Figure 1-10 illustrates the standard captions; that is, REPLY TO ATTN OF, SUBJECT, and TO. These elements establish the placement of reply reference information (action office functional address symbol (FAS)), the subject description, and the address of the recipient. The SUBJECT caption should be two line spaces below the REPLY TO ATTN OF, and the TO caption should be three line spaces below the SUBJECT.

Letterhead stationery is also available without these captions for use only on personalized letters. We will discuss these letters later in this chapter.

Optional items. Letterhead stationery may also include:

Fold mark. A guide for folding the paper in three equal parts.

Typist guideline. A line 1/8 inch long, placed at the left edge of the paper 1½ inches from the bottom, warns typists that they are near the 1-inch margin at the bottom of the page.

Slogans. MAJCOMs and SOAs may approve the use of a slogan on letterhead stationery. Slogans should appear at the bottom of the page. Generally, one slogan is used throughout the command or SOA. Slogans must:

a. Represent the mission of the organization.
b. Be easy to understand, and not be offensive.
c. Meet printing specifications.
d. Not be used on stationery for personalized letters.

Logograms (Logos). MAJCOMs and SOAs may also permit the use of a logo (graphic design on command stationery). They:

a. May be approved at MAJCOM level. This authority cannot be further delegated.

b. Must be placed somewhere in the lower quadrant of the paper.

c. Must consist of only one graphic design per page.

Original Pages. Prepare the original (first) page of a letter, staff study report, or minutes of a meeting on white bond letterhead stationery. Use plain white bond paper for continuation pages.

Carbon Copies. Except for copies sent outside your headquarters, use white manifold (tissue) paper or manifold carbon sets for carbon copies.

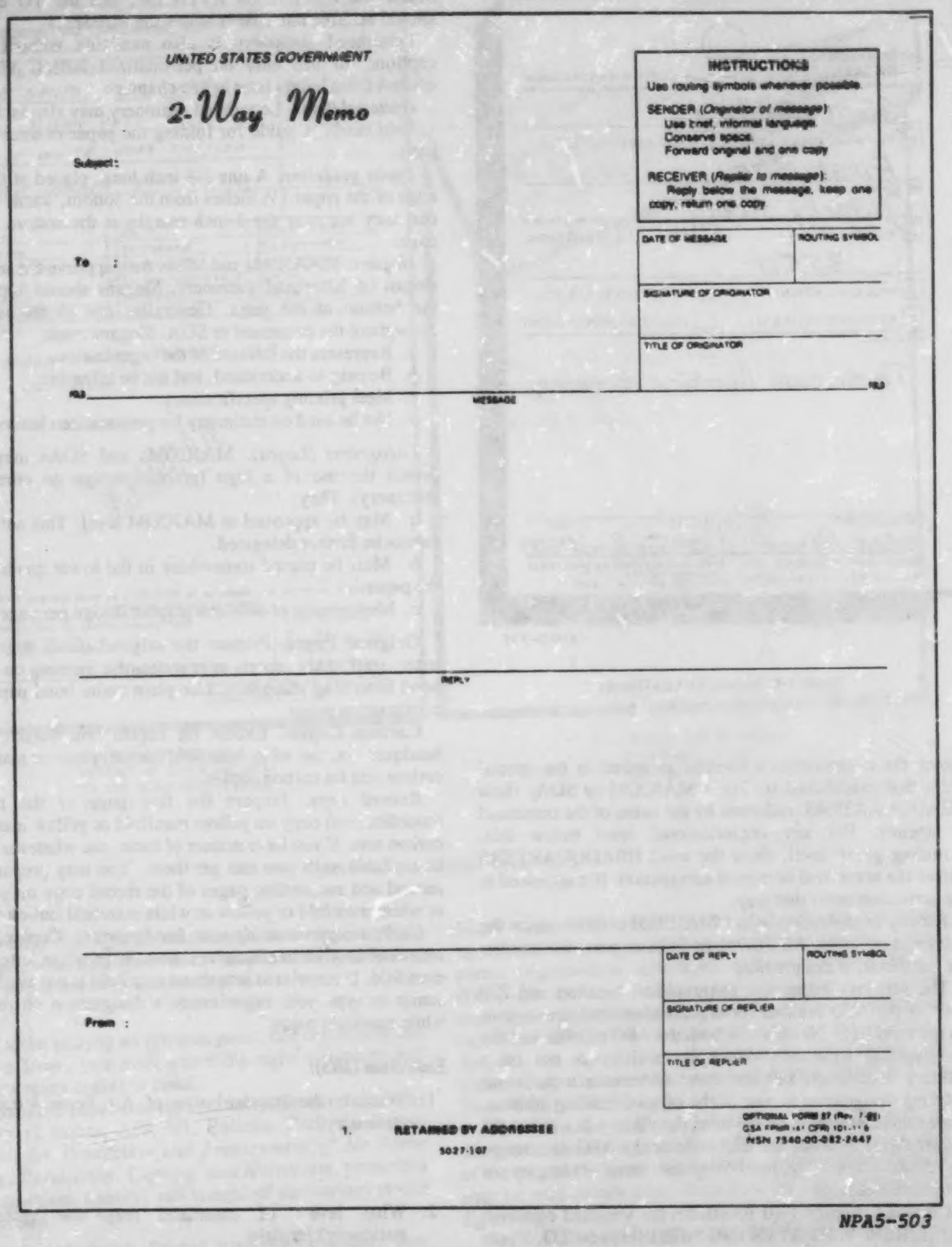
Record copy. Prepare the first page of the record (coordination) copy on yellow manifold or yellow manifold carbon sets. If you have neither of these, use whatever stock is available until you can get them. You may prepare the second and succeeding pages of the record copy on yellow or white manifold or yellow or white manifold carbon sets.

Carbon copies outside your headquarters. Copies being sent outside your headquarters must be on white letterhead manifold. If preprinted letterhead manifold is not available, stamp or type your organization's designation on regular white manifold paper.

Exercises (203):

1. What is the standard size of Air Force letterhead stationery?

2. What levels of command may use letterhead stationery? Explain.



UNITED STATES GOVERNMENT

2-Way Memo

Subject:

To :

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):
Use brief, informal language.
Conserve space.
Forward original and one copy

RECEIVER (*Replier to message*):
Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
SIGNATURE OF ORIGINATOR	
TITLE OF ORIGINATOR	

FOLD

MESSAGE

FOLD

REPLY

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

From :

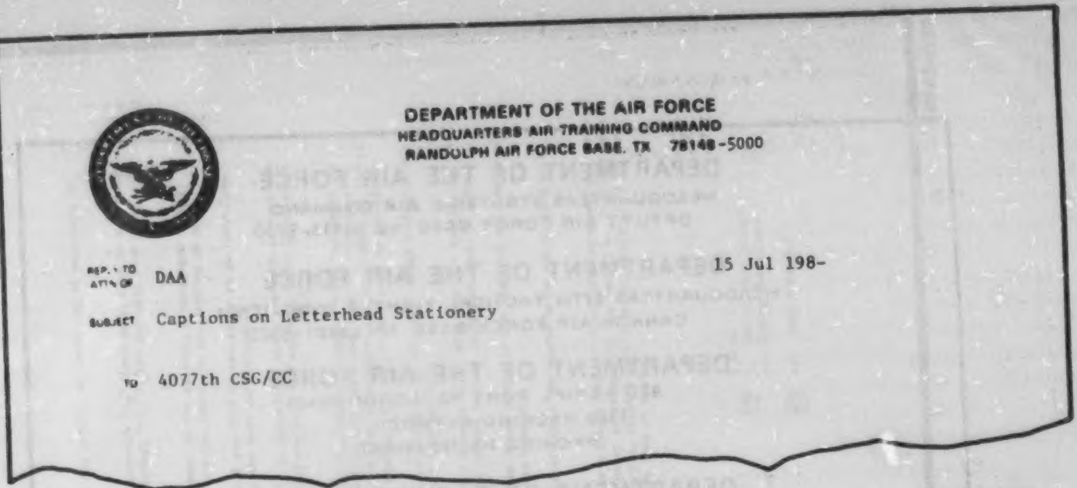
1. RETAINED BY ADDRESSEE

5027-107

OPTIONAL FORM 27 (Rev. 7-[illegible])
GSA FPMR (41 CFR) 101-11.6
NSN 7540-00-082-2447

NPA5-503

Figure 1–7. Sample, Optional Form 27.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR TRAINING COMMAND
RANDOLPH AIR FORCE BASE, TX 78148-5000

REPLY TO ATTN OF: DAA

15 Jul 198-

SUBJECT: Captions on Letterhead Stationery

TO: 4077th CSG/CC

NPA5-377A

Figure 1-8. Proper placement and spacing of captions.

3. What decorative devices may be used on official Air Force stationery?

4. How is the identity of an organization stated on letterhead stationery?

5. When is the word HEADQUARTERS used in the organization identity?

6. What information would appear on letterhead stationery in the third line of the address of an organization assigned to a base in the United States?

7. Name the three captions that appear on letterhead stationery.

8. What two optional items may be used on letterhead stationery?

9. Who may approve the use of slogans or logos on letterhead stationery?

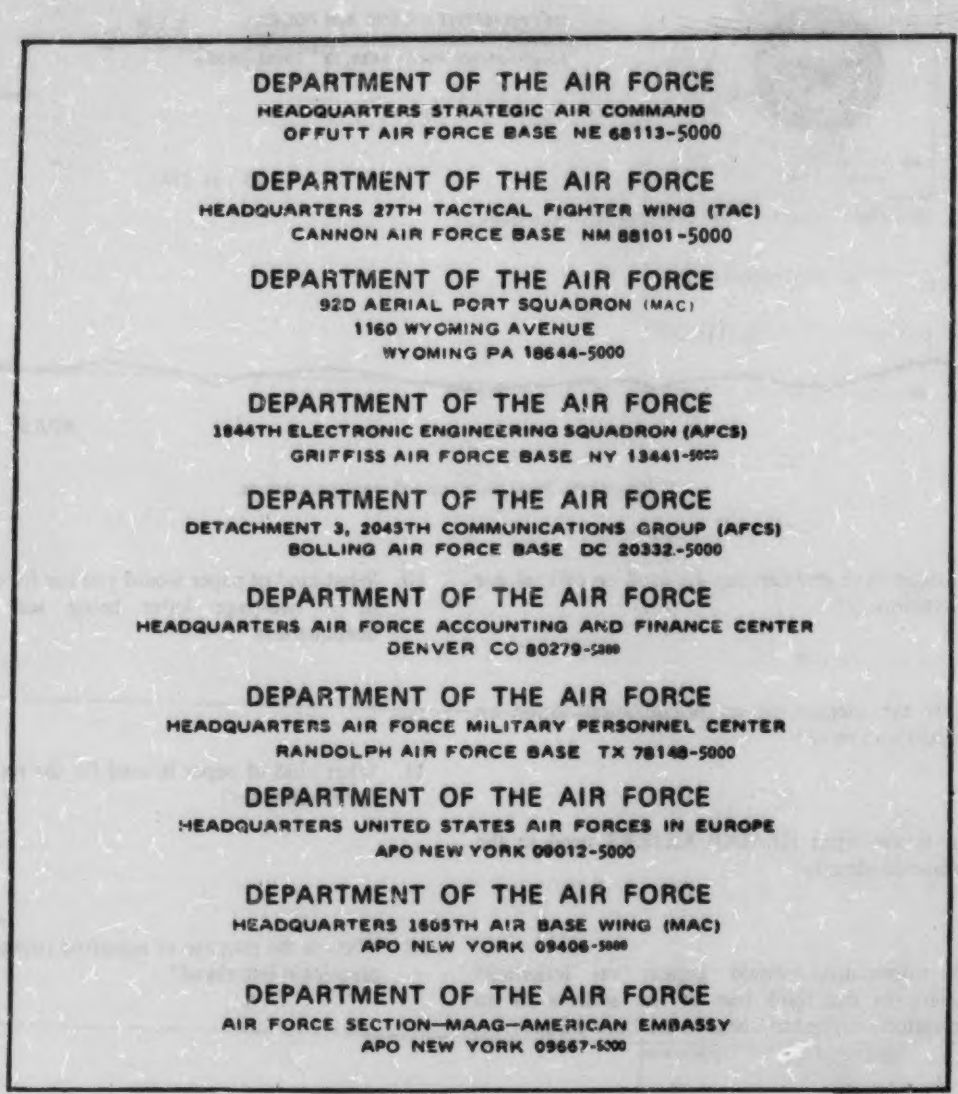
10. What kind of paper would you use for the second page of a two-page letter being sent outside your headquarters?

11. What kind of paper is used for the record copy of an Air Force letter?

12. What is the purpose of manifold (tissue) paper with a preprinted letterhead?

1-2. Air Force Standard Functional Address System

Before you can fill in the REPLY TO ATTN OF and the TO elements, you will need to know where to get the information. AFR 10-6, *Air Force Standard Functional Address System*, establishes the standard functional address system and outlines responsibilities and procedures for developing and using functional address symbols (FASs). It applies to all Air Force activities, and provides a list of Air Force standard two- and three-position symbols for all major and special staff elements of the Air Force. It also contains symbol directories for the Office of the Secretary of the Air Force and for HQ USAF.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS STRATEGIC AIR COMMAND
OFFUTT AIR FORCE BASE NE 68113-5000

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 27TH TACTICAL FIGHTER WING (TAC)
CANNON AIR FORCE BASE NM 88101-5000

DEPARTMENT OF THE AIR FORCE
92D AERIAL PORT SQUADRON (MAC)
1160 WYOMING AVENUE
WYOMING PA 18644-5000

DEPARTMENT OF THE AIR FORCE
1844TH ELECTRONIC ENGINEERING SQUADRON (AFCS)
GRIFFISS AIR FORCE BASE NY 13441-5000

DEPARTMENT OF THE AIR FORCE
DETACHMENT 3, 2045TH COMMUNICATIONS GROUP (AFCS)
BOLLING AIR FORCE BASE DC 20332-5000

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE ACCOUNTING AND FINANCE CENTER
DENVER CO 80279-5000

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MILITARY PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TX 78148-5000

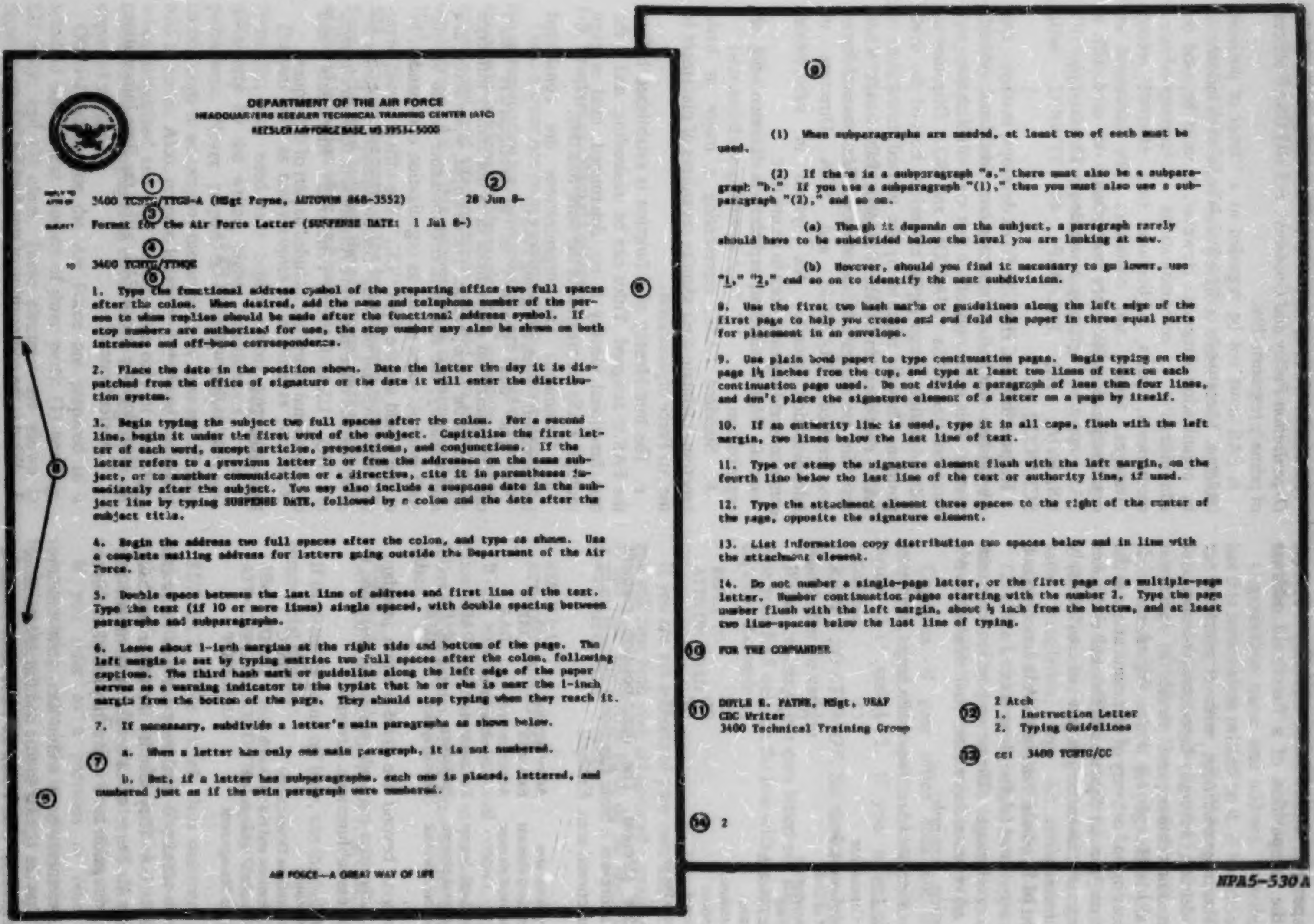
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCES IN EUROPE
APO NEW YORK 09012-5000

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 1605TH AIR BASE WING (MAC)
APO NEW YORK 09406-5000

DEPARTMENT OF THE AIR FORCE
AIR FORCE SECTION—MAAG—AMERICAN EMBASSY
APO NEW YORK 09667-5000

NPA5-376

Figure 1–9. Sample letterhead headings.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MS 39534-5000

REPLY TO ATTN OF: ① 3400 TCHTG/TTGU-A (MSgt Payne, AUTOVON 868-3552) ② 28 Jun 8-

SUBJECT: ③ Format for the Air Force Letter (SUSPENSE DATE: 1 Jul 8-)

TO: ④ 3400 TCHTG/TTMQE

⑤ ⑥

1. Type the functional address symbol of the preparing office two full spaces after the colon. When desired, add the name and telephone number of the person to whom replies should be made after the functional address symbol. If stop numbers are authorized for use, the stop number may also be shown on both intrabase and off-base correspondence.

⑧

2. Place the date in the position shown. Date the letter the day it is dispatched from the office of signature or the date it will enter the distribution system.

3. Begin typing the subject two full spaces after the colon. For a second line, begin it under the first word of the subject. Capitalize the first letter of each word, except articles, prepositions, and conjunctions. If the letter refers to a previous letter to or from the addressee on the same subject, or to another communication or a directive, cite it in parentheses immediately after the subject. You may also include a suspense date in the subject line by typing SUSPENSE DATE, followed by a colon and the date after the subject title.

4. Begin the address two full spaces after the colon, and type as shown. Use a complete mailing address for letters going outside the Department of the Air Force.

5. Double space between the last line of address and first line of the text. Type the text (if 10 or more lines) single spaced, with double spacing between paragraphs and subparagraphs.

6. Leave about 1-inch margins at the right side and bottom of the page. The left margin is set by typing entries two full spaces after the colon, following captions. The third hash mark or guideline along the left edge of the paper serves as a warning indicator to the typist that he or she is near the 1-inch margin from the bottom of the page. They should stop typing when they reach it.

7. If necessary, subdivide a letter's main paragraphs as shown below.

⑦

a. When a letter has only one main paragraph, it is not numbered.

b. But, if a letter has subparagraphs, each one is placed, lettered, and numbered just as if the main paragraph were numbered.

⑥

AIR FORCE—A GREAT WAY OF LIFE

⑨

(1) When subparagraphs are needed, at least two of each must be used.

(2) If there is a subparagraph "a," there must also be a subparagraph "b." If you use a subparagraph "(1)," then you must also use a subparagraph "(2)," and so on.

(a) Though it depends on the subject, a paragraph rarely should have to be subdivided below the level you are looking at now.

(b) However, should you find it necessary to go lower, use "1," "2," and so on to identify the next subdivision.

8. Use the first two hash marks or guidelines along the left edge of the first page to help you crease and fold the paper in three equal parts for placement in an envelope.

9. Use plain bond paper to type continuation pages. Begin typing on the page 1¼ inches from the top, and type at least two lines of text on each continuation page used. Do not divide a paragraph of less than four lines, and don't place the signature element of a letter on a page by itself.

10. If an authority line is used, type it in all caps, flush with the left margin, two lines below the last line of text.

11. Type or stamp the signature element flush with the left margin, on the fourth line below the last line of the text or authority line, if used.

12. Type the attachment element three spaces to the right of the center of the page, opposite the signature element.

13. List information copy distribution two spaces below and in line with the attachment element.

14. Do not number a single-page letter, or the first page of a multiple-page letter. Number continuation pages starting with the number 2. Type the page number flush with the left margin, about ½ inch from the bottom, and at least two line-spaces below the last line of typing.

⑩ FOR THE COMMANDER

⑪ DOYLE R. PAYNE, MSgt, USAF
CDC Writer
3400 Technical Training Group

⑫ 2 Atch
1. Instruction Letter
2. Typing Guidelines

⑬ cc: 3400 TCHTG/CC

⑭ 2

NPA5-530A

Figure 1-10. Sample Air Force letter.

204. State the purpose of the Functional Address System and specify the composition of a functional address symbol.

Purpose. The use of FASs, with a command or organization identity, assures direct transmission and delivery of communications and parcels to functional elements at all levels of Air Force organization. It expedites processing and delivery of communications in the Base Information Transfer System (BITS) and eliminates time-consuming administrative review of inadequately addressed communications.

Composition of Symbols. Standard FASs are composed of two- and three-position (alpha) elements.

Two-position element. The two-position element identifies and addresses a major functional area of the Air Force organization. *Example:*

Major Functional Area	*Two-Position Symbol*
Commander	CC
Vice Commander	CV
Deputy Commander	CD
Chief of Staff	CS
Administration	DA
Chaplain	HC
Judge Advocate	JA
Logistics	LG
Maintenance	MA
Operations	DO
Personnel	DP
Security Police	SP

Three-position element. The three-position element identifies and addresses a basic functional element under a parent major functional area. *Example:*

Major functional area	Administration	DA
Basic functional element	Executive	DAE
Basic functional element	Administrative Communications	DAA
Basic functional element	Documentation	DAD
Basic functional element	Publishing	DAP
Basic functional element	Reprographics	DAR

Alpha extensions beyond the third-position standard. Implementing authorities may add additional positions to identify and address subfunctions. *Example:*

Publishing	DAP
Publications Development	DAPC
Publications and Forms Distribution	DAPD
Publications Management	DAPE
Forms Management	DAPF

Policy. The standard two- and three-position FASs can be found in AFR 10-6. They identify the major and basic functions of the Air Force at all levels of command and remain the same, regardless of where they are placed in an organization.

Several staff elements have within their staff structure basic elements that are similar in title and function to those of major staff elements. Don't confuse these basic elements with the major staff elements. For example, Plans (XP), is not to be confused with Personnel Plans (DPX) or Logistics Plans (LGX).

Standardization of symbols is based on AFR 26-2, *Organization Policy and Guidance*, and HQ USAF offices of primary responsibility.

A FAS must not be regarded as a "level of position indicator" because its composition is not always influenced by organization structure. However, it must be used on administrative communications (correspondence, memoranda, orders, publications, etc.), electrical record messages, forms, and containers. The command or organization identification must always be used with a FAS, separated from it by a virgule (/). For example: HQ USAF/DA, HQ TAC/DAP, 49 TFW/CC, 3401 SCHS/CCQ, etc.

Responsibilities. HQ USAF/DA develops, manages, and administers the Air Force standard functional address system. This is the only office that may establish two- and three-position FASs. MAJCOM and SOA Directors of Administration assign alpha extensions beyond the third position. Changes required by the revised instructions or FASs contained in AFR 10-6 should be made when activities are reorganized or when publications and forms are revised. MAJCOM and SOA Directors of Administration monitor the system in subordinate commands and organizations to insure that:

a. A FAS is used to represent a function—not an organization.

b. Standard FASs, representing a major or basic function, maintain their identity regardless of placement in the Air Force organization.

c. The true identity of a function is established before the FAS is assigned. Titles can be misleading, and if the true functional identity is not determined, dual or even multiple FASs are created for the same function.

d. Commands and organizations are considered independently when assigning FASs.

e. The dual position of a headquarters' staff officer/organization commander does not unduly influence the FAS of the organization. For example, when acting in a staff capacity, the staff officer/commander would use the staff symbol; when acting as organization commander, he or she would use the FAS "CC." The officer would never use both FASs on the same communication. Requests for new two- and three-position FASs are sent through channels to HQ USAF/DAA. Functional statements and organizational charts are included as part of the request.

Exercises (204):

1. What is the purpose of FASs?

2. How does the use of FASs affect the Base Information Transfer System?

3. What is the composition of standard FASs?

4. What does the two-position element of a FAS identify?

5. What does the three-position element of a FAS identify?

6. What is the reason for additional alpha positions beyond the three-position standard?

7. Who establishes and controls standard two- and three-position FASs?

8. When should changes required by revised FASs contained in AFR 10-6 be made?

9. What must be included as part of a request for new two- and three-position FASs?

1-3. Preparing Official Letters

Once a letter has been written and the stationery chosen, the administration specialist must prepare it. He or she must know which format, address element, signature element, record copy, and attachments to use, and how to assemble the package. All of this information is contained in AFR 10-1.

205. Identify the parts of the heading on a standard Air Force letter and indicate the placement of the date and of the information after each caption.

Prepare only as many copies of a letter as you need. Normally, you need two copies unless you are told differently by the writer, higher headquarters, or local procedures. Never prepare a courtesy copy—an extra carbon copy to accompany the original—unless specifically told to do so. Also, prepare letters on letterhead stationery when authorized and type on one side only of the page. Correct minor typographical errors neatly and legibly on all copies of the letter.

Official letters for the Air Force are prepared in a standard format that consists of three parts: (1) heading, (2) body, and (3) close. These elements are shown in figure 1-10.

Heading. The heading consists of the letterhead information (the name of the organization and its location); the captions REPLY TO ATTN OF, SUBJECT, and TO; the information entered after these captions; and the date of the letter.

Organization name and address. Letterhead stationery has this information printed on it. If letterhead stationery is not available, however, type the organization's name and the captions in block style (figs. 1-11 and 1-12) as follows:

a. Type FROM six line spaces from the top; indent it 1 inch from the left side of the page. This will be the letter's left margin.

b. Two full letter spaces after this caption:

(1) If the letter is going to an Air Force activity on the same installation, type the abbreviated organization designation, followed by the FAS (fig. 1-11).

(2) If the letter is going off the installation or outside the Air Force, type the complete organization designation as shown in AFR 10-4, *Air Force Directory* (fig. 1-12).

Captions. If your office does not use a printed letterhead, type the captions block style, as shown in figures 1-11 and 1-12. If your office uses a printed letterhead:

REPLY TO ATTN OF. Set the left margin stop two full spaces after the caption.

If you are using your own letterhead stationery, you will type your FAS only on the line with the second line of this caption. *Example:*

REPLY TO
ATTN OF: DAD

If you are not authorized your own letterhead stationery, you will type both your abbreviated organization (AFR 10-4) and your FAS (AFR 10-6) on the line with the second line of this caption. *Example:*

REPLY TO
ATTN OF: HQ ATC/DAD

If the writer wishes personal contact, type his or her name and telephone number in parentheses immediately following the symbol. If the letter will remain on base, type it thus:

REPLY TO
ATTN OF: 3400 TCHTG/TTGU-A (TSgt Clark, 3552)

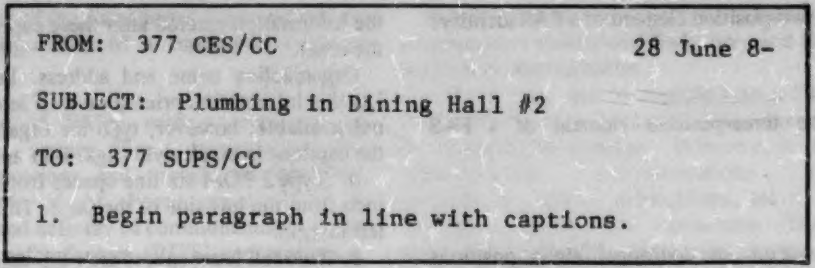
If the letter is going off base, use the full AUTOVON or commercial number:

REPLY TO
ATTN OF: 3400 TCHTG/TTGU-A (TSgt Clark, AUTOVON 868-3552)

SUBJECT. Write a brief, clear statement regarding the subject of the correspondence. Capitalize the first letter of each word, except for the articles, prepositions, and conjunctions used after the first word. If a second line is needed, begin under the first word of the subject.

If you refer to a previous or other staff office communication, cite it in parentheses immediately following the subject. Attach a copy of any document you reference, or include instructions for getting a copy if you feel the reader may not have it but needs it.

When you reference other communications, follow these examples:



FROM: 377 CES/CC 28 June 8-

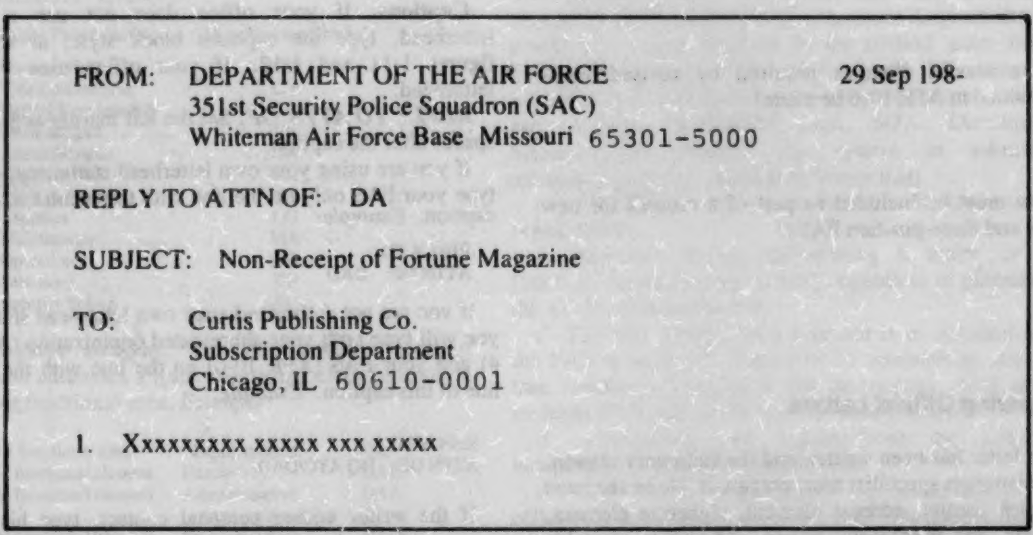
SUBJECT: Plumbing in Dining Hall #2

TO: 377 SUPS/CC

1. Begin paragraph in line with captions.

NPA5-385

Figure 1-11. Sample letter to Air Force activity on the same installation.



FROM: DEPARTMENT OF THE AIR FORCE 29 Sep 198-
351st Security Police Squadron (SAC)
Whiteman Air Force Base Missouri 65301-5000

REPLY TO ATTN OF: DA

SUBJECT: Non-Receipt of Fortune Magazine

TO: Curtis Publishing Co.
Subscription Department
Chicago, IL 60610-0001

1. Xxxxxxxxx xxxxx xxx xxxxx

NPA5-386A

Figure 1-12. Sample letterhead for letter to activity outside the Air Force or Air Force activity at another location.

SUBJECT: Nonreceipt of Registered Mail (AFMPC/DEMODI Ltr, 28 Oct 8__)

(NOTE: In this case, the sender and addressee are not the same as the cited reference.)

SUBJECT: HQ ADC Work Center Standard (Our Ltr, 1 Nov 8__)
SUBJECT: HQ AFCS Letterhead Stationery (Our Telecon, 25 Jun 8__)

When you write about an individual who is not the addressee, type his or her full name and grade in the subject line. If the correspondence concerns more than one individual, type the full name and grade of each the first time the name appears in the text of the letter—not in the subject.

To emphasize a suspense date, you may type it in the SUBJECT line:

SUBJECT: NCO of the Quarter (SUSPENSE DATE: 6 Dec 8__)

TO. In line with this caption, type the address element according to these instructions:

a. For record purposes (for example, when there is no incoming letter), type in the complete mailing address.

b. In a letter to an Air Force activity (including an activity within your organization), use the abbreviated organization designation listed in AFR 10-4, *Air Force Directory*, and the FAS shown in AFR 10-6, *Air Force Standard Functional Address System*.

c. Separate the organization designation from the FAS with a slant; for example: HQ TAC/DAA.

d. If the address element includes an official's name, type the name in parentheses after the FAS; for example: TFW/DO (Col Rose). Don't address correspondence to an individual if you don't need to, because this can delay the response if the individual is not available. Letters to non-Air Force activities should be addressed thus:

Alpha Beta Company
ATTN: Mr. J. A. Litton
12200 Braddock Avenue
Shreveport LA 71110-5000

e. If you are sending the same letter to several addressees simultaneously, prepare a multiple address letter. (See the examples in figure 1-13.) Circle or underline the address for each addressee's copy. Send each addressee one copy unless the distribution is otherwise indicated. List the number of copies in parentheses following the address.

f. If you are sending the same letter to several addressees in turn, list each addressee, one under the other, and then type IN TURN immediately below the last addressee. *Example:*

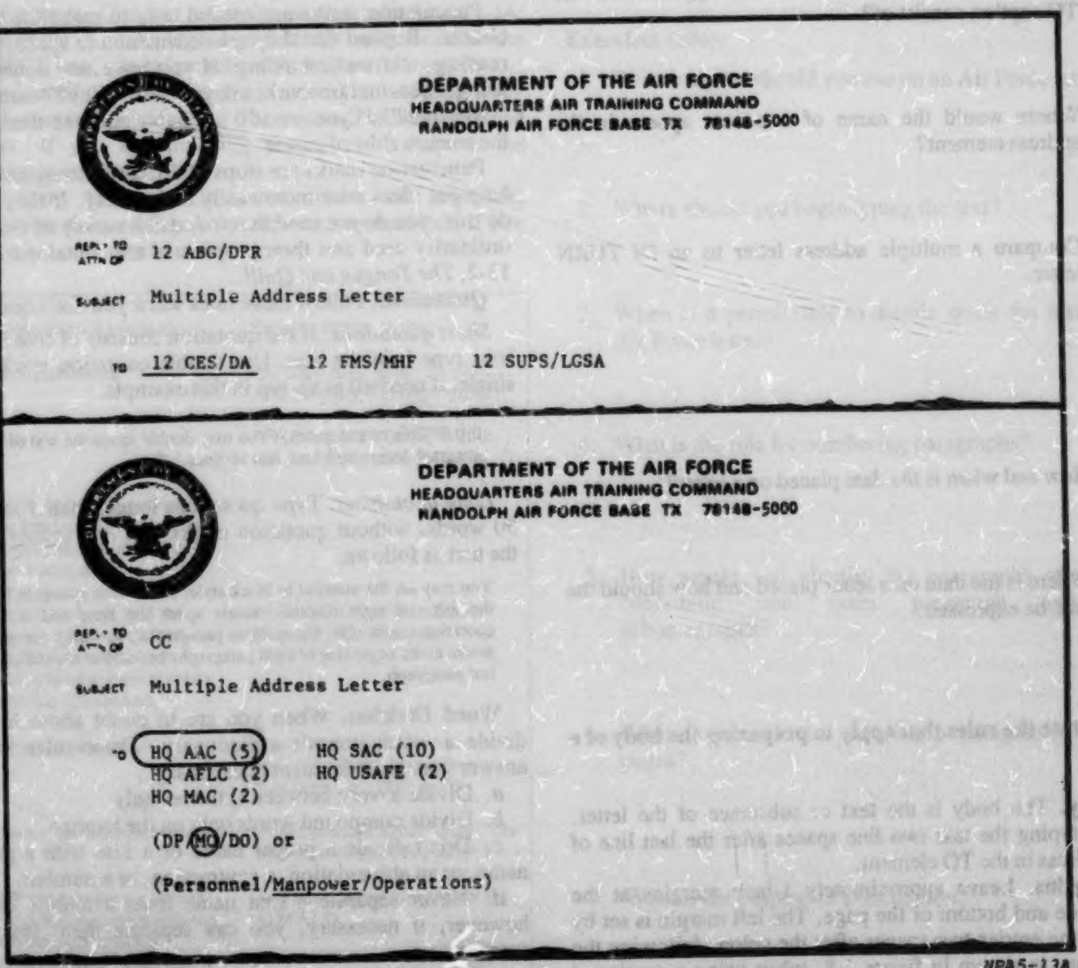
TO: AWS/DA
DP (Col Henry)
DO
IN TURN

TO: 22 AF/DO
21 AF/DO
AVS/DO
IN TURN

Date. Type or rubber stamp the date on the original and on all copies at the time a letter is mailed. Do not date the correspondence before it is signed unless the originator tells you to. Place the date on the right side of the letter, in line with the REPLY TO ATTN OF caption, as shown in figure 1-10. (Use the format "9 Oct 8__," or "9 October 19__," "12 Nov 198__" or "12 November 198__.")

Exercises (205):

1. What are the parts of the standard format of a letter?



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR TRAINING COMMAND
RANDOLPH AIR FORCE BASE TX 78148-5000

REPLY TO ATTN OF 12 ABG/DPR

SUBJECT Multiple Address Letter

TO 12 CES/DA 12 FMS/MHF 12 SUPS/LGSA

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR TRAINING COMMAND
RANDOLPH AIR FORCE BASE TX 78148-5000

REPLY TO ATTN OF CC

SUBJECT Multiple Address Letter

TO HQ AAC (5) HQ SAC (10)
HQ AFLC (2) HQ USAFE (2)
HQ MAC (2)

(DP/MO/DO) or

(Personnel/Manpower/Operations)

NPA5-13A

Figure 1-13. Samples of multiple-address letters.

2. What four items of information are included in the heading?

3. What does the information after the REPLY TO ATTN OF caption tell the addressee?

4. How should you refer to a previous communication?

5. When the subject of a letter is a specific person, what information should be included?

6. What does the address element that appears after the TO caption consist of?

7. Where would the name of a person appear in the address element?

8. Compare a multiple address letter to an IN TURN letter.

9. How and when is the date placed on a letter?

10. Where is the date on a letter placed and how should the date be expressed?

206. State the rules that apply to preparing the body of a letter.

Body. The body is the text or substance of the letter. Begin typing the text two line spaces after the last line of the address in the TO element.

Margins. Leave approximately 1-inch margins at the right side and bottom of the page. The left margin is set by typing the entries two spaces after the colons following the captions, as shown in figure 1-8, when using a captioned letterhead. If you are not using captioned letterhead, leave a 1-inch margin all the way around.

Spacing. Double space between the last line of the address and the first line of the text. Single space the text and double space between paragraphs and subparagraphs. You may double space the text of a one-paragraph letter that has less than 10 lines.

Double space between the last line of the text and the authority line (if used). Type or stamp the signature element four line spaces below the text or the authority line.

Paragraphing. Number and letter each paragraph and subparagraph as shown in figure 1-10. If there is only one paragraph, do not number it. If there are subparagraphs, indent them four spaces and letter or number them. Do not number paragraphs in a personalized letter.

Do not divide a paragraph that has fewer than four lines. Type the whole paragraph on one page. When you divide a paragraph of five or more lines, put at least two lines of the paragraph on one page or the other.

Punctuation. Punctuation is used to clarify the meaning of written language. The present trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation.

Punctuation marks are needed only to make the thought clearer. Beyond that they are detrimental to speed, ease of reading, and understanding. If you have any doubt about using a punctuation mark, ask yourself "Why?" rather than "Why not?" If you are still in doubt, omit the mark to aid the smooth flow of words.

Punctuation marks are stops of different strengths used to help put ideas over more easily and clearly. If they do not do this, you do not need them. A quick survey of the marks ordinarily used and their proper use are contained in AFP 13-2, *The Tongue and Quill*.

Quotations. Follow these rules when you use a quotation:

Short quotations. If the quotation consists of five lines or less, type it in the text. Use double quotation marks (and single, if needed) as shown in this example:

> .0.0.0"This course states, 'You may double space the text of one-paragraph letters with less than 10 lines.' "

Long quotations. Type quotations longer than 5 lines (or 50 words) without quotation marks two line spaces below the text as follows:

> You may set the material in block style, indent four spaces in from the left and right margins, single space the lines and use no quotation marks. Or, for multiple paragraphs, you may use quote marks at the beginning of each paragraph, but only at the end of the last paragraph.

Word Division. When you are in doubt about how to divide a word, consult a dictionary. These rules should answer your most frequent questions:

a. Divide a word between syllables only.

b. Divide compound words only on the hyphen.

c. Don't divide a proper name or a title with a proper name, or an abbreviation, a contraction, or a number.

d. Never separate a first name from a middle initial; however, if necessary, you can separate them from the surname.

e. Never divide a word of one syllable. (*Example:* rank.)

f. Don't separate a single letter or the first two letters from the rest of the word. (*Example:* a-round, se-lect.)

g. Don't carry a two-letter syllable over to the next line. (*Example:* like-ly.)

h. Divide double consonants that end a root word after the second consonant. (*Example:* spell-ing.)

i. Divide double consonants that do not end a root word between the consonants. (*Example:* permit-ted.)

Abbreviations. AFR 11-2, *Air Force Abbreviations*, sets Air Force policy on abbreviations and contractions. It contains abbreviations authorized for use in Air Force communications and provides a guidance for forming new ones. It is primarily intended as a reference. Check AFR 10-4 for abbreviated organization designations and AFR 10-6 for FASs.

Keep the use of abbreviations in Air Force communications to a minimum. If an abbreviation can be misinterpreted or misunderstood, spell out the word or phrase when you first use it and follow it with the abbreviation in parentheses. Thereafter, use the abbreviation alone. A good rule to follow is: "When in doubt, spell it out."

References. Cite text references as shown in figure 1-14. If you have not already identified the references in the SUBJECT line, cite references in the text as follows:

a. Identify each communication you reference by organization of origin, type of communication, date, and subject. If you are attaching copies, refer only to the attachment number.

b. State the author's name, name of publisher, publication date, and the paragraph or page number, if you reference a commercial publication.

When reference is made to:	Express in this format:
Other correspondence	HQ USAF/DPT letter, 23 March 1962, Military Training Program
A publication	AFR 5-1, para 4-5a; AFM 30-3, vol VI, chap 8, table 2, rule 6
NOTE: Write out the publication title the first time it is referenced if recipient may be unfamiliar with the publication.	
A government form, and the sender is not certain the recipient is familiar with the form. Write out title after form number first time it is referenced.	AF Form 74, Communication Status/Notice Request
A commercial publication	Strunk and White, *The Elements of Style*, New York: Macmillan Publishing Co., 1979, p. 70
An item in a magazine, newspaper, or book	"New Optimism About Aging," *The Washington Post*, 9 Sep 82, p. 1
An Air Force or other government document, and the communication is addressed to other than a Department of Defense activity.	Air Force Manual 67-1 (do not say AFM 67-1).

NPA5-291A

Figure 1-14. Example of references.

c. If you feel the reader may not have a copy of a document you reference, attach a copy or instructions for obtaining it.

Continuation Pages. When you are continuing the text of a letter on to the next page, type at least two lines of the text on the last page. Begin typing on a continuation page, 1 inch from the top of the page. Never put the close element of a letter on a page by itself.

Numbering Pages. These procedures apply to a separate letter and to a letter with indorsements. (Do not withdraw indorsements—they are part of a letter.)

a. Do not number a single-page letter nor the first page of a multiple page letter.

b. Number the continuation pages in sequence, starting with the number 2.

c. Type the page number flush with the left margin, one and one-half inches from the bottom of the page, and at least two line spaces below the last line of typing.

d. Number the continuation pages of each attachment in a separate sequence.

Exercises (206):

1. What margins should you use on an Air Force letter?

2. Where should you begin typing the text?

3. When is it permissible to double space the text of an Air Force letter?

4. What is the rule for numbering paragraphs?

5. How would you identify the paragraphs of a letter containing one main paragraph and two subparagraphs?

6. What is the rule for dividing a paragraph between pages?

7. What is the purpose of punctuation?

8. How would you type a quotation of fewer than five lines in the body of an Air Force letter?

9. What is the basic rule for dividing words?

10. What is the proper way to use an abbreviation that might be misinterpreted?

11. How would you reference a commercial publication in the text of a letter?

12. What is the rule for numbering pages on an Air Force letter?

207. Identify the parts of the close of a standard Air Force letter.

Close. The close statement of a letter includes the authority line, the signature element, the attachment listing, and the copy distribution. You may have all four parts or just the signature element. Prepare the close as shown in figure 1-10 and as stated here.

Authority line. Although we have already discussed this, we will review it briefly. Neither the organizational level nor the intended recipient determines the use of the authority line—the letter contents do. Follow AFRs 10-1 and 12-17 and local instructions for the wording and use of the authority line. When it is needed, type it flush with the left margin, two line spaces below the last line of the text.

Signature element. The signature element includes the typed or stamped name (grade and service, if military), the signer's duty title, and the name of the office to which the signer is assigned. It is very important that you type or stamp the name in the same way the signer writes his or her name. For example, if you sign your name "J.V. Smith," you would not have your signature element prepared as "Joe V. Smith." Also, never type or stamp the signature element before the letter is signed unless you are sure who will sign it.

Try to limit the signature element to three lines, placing the name, grade, and service (if military) on the same line. Omit unessential organizational levels in describing the duty title (see examples in fig. 1-15).

Do not extend the signature element beyond the center of the page. Use only authorized abbreviations in the signature element. The signature must appear on copies for all addressees.

For an officer:

J. M. COPELAND, Colonel, USAF
Commander
3400 Technical Training Group

BARBARA J. BARNETT, Major, USAF
Chief, Admin-Exec Support Division
3400 Technical Training Group

FRANK D. METCALF, Chaplain, Col, USAF
Center Chaplain
3380 Air Base Group

For a senior NCO:

RONALD D. YORK, MSgt, USAF
Chief, Enlisted Administration Training
3400 Technical Training Group

For a civilian:

WILLIAM C. MURPHY
Chief, Training Dev Branch
3400 Technical Training Group

NPA5-15C

Figure 1-15. Examples of signature elements.

Attachment element. Begin the attachment element three spaces to the right of the center of the page, and four line spaces below the last line of the text (or the authority line, if used), putting it opposite the typed signature element. Look at the example in figure 1-16.

First, show the total number of attachments and then list each attachment by number, in the order referred to in the letter. (If there is only one attachment, refer to it in the letter text as "the attachment" or "the attached" and do not number it in the attachment listing.)

Describe each attachment briefly by citing the activity, the office of origin, the type of communication, the date, and the number of copies if there is more than one. If this sequence does not apply, describe the attachments briefly and accurately.

If an attachment is classified, show the security classification and downgrading instructions according to DOD 5200.1-R/AFR205-1, *Information Security Program*.

(1)

Sample description of listing -
one attachment:

1 Atch
HQ SAC/DA Ltr, 19 Oct 8-
w/2 Atch

(2)

Sample description of listing -
multiple attachments:

3 Atch
1. AFR XX-XX, 28 Jun 198- (2)
2. AFP XX-X, 12 Oct 198-
3. AFM XX-XX, 21 Mar 198-
(10/sep cover)

NPA5-387

Figure 1-16. Samples of attachment listings.

If the attachment is being sent separately, indicate this on the original letter, and include a copy of the letter with the attachment when it is sent.

Do not use the words "As stated," "As described above" or other general terms or abbreviations ("A/S," etc.) to avoid describing an attachment.

Never divide the attachment listing between two pages. If, for lack of space, the listing must appear on a separate page, indicate this in an appropriate notation; for example, "9 Atch (listed on next page)." Then list the attachments, beginning with number one, on the next page.

Information copy distribution instructions. If information copies are to be sent to persons or activities other than the addressee, list this distribution two line spaces below, and in line with, the attachment listing. Send information copies only to the staff offices that need them.

If there are no attachments, begin the copy distribution instructions on the same line as the typed or stamped name of the signer. In this case, type the information copy instructions three spaces to the right of the center. Type the caption "cc:" followed by the abbreviated organization designation and FAS on the same line. (NOTE: Form and guide letters using the old "Cy to" element need not be changed until all stocks are exhausted.)

Indicate the recipient of each copy by circling or underlining the organization and FAS. For greater convenience, you may repeat the name and symbol of the information copy addressees vertically, along the right edge of the paper. On each unsigned copy write or stamp "signed" in the signature space.

If an information addressee is not to receive a copy of the attachments or is to receive only certain attachments, type the pertinent information after the "cc:" designation. This should appear on all essential copies, including the record copy (fig. 1-17).

If you send the letter to an addressee outside your activity, show the internal distribution of information copies only on the record copy and the internal distribution copies—not on the original or courtesy copies, except when one addressee must know if another addressee has received an information copy, or when the letter is multiple-addressed and is to be reproduced.

Exercises (207):

1. What are the four parts of the "close" element of an Air Force letter?

2. Is it necessary for you to use all four parts of the close element in a letter?

3. Where does the authority line appear on a letter?

4. What is included in the signature element?

5. What limitation is placed on the signature element format?

6. Where is the attachment listing placed on a letter?

2 Atch
1. XXXX XXXX XXXX
2. XXX XXXXX XXXXX

cc: HQ TAC/DP wo Atch
HQ SAC/DP Atch 2 only
HQ MAC/DP (sep cover)

NPA5-17D

Figure 1-17. Sample attachments sent to information addresses.

7. How should you describe each attachment?

8. What is the purpose of the copy distribution instructions?

9. Where is the copy distribution placed on a letter?

10. How do you indicate the intended recipient of each copy of a letter?

208. State the purpose of the record copy and how it is prepared.

Preparing the Record Copy. The record copy is the official record for your office files. Prepare the first page on plain yellow manifold (tissue) paper. Second and succeeding pages may be prepared on white manifold or white manifold sets. Since the record copy must be 100 percent legible, it is generally the first carbon copy. You may type or write any additional information of record value on this copy, as shown in figure 1-18 and as described in the following paragraphs.

Identifying the writer. This may or may not be necessary, depending on the originator's instructions. If the writer's name appears after the REPLY TO ATTN OF caption on the original copy, you need only place the typist's initials and the date the letter was typed on the record copy. Don't repeat the writer's name if the writer signed the letter. However, if you need to identify the writer:

a. Type the writer's FAS, name, telephone number; the typist's initials; and the date the letter was typed on the record copy at the top, bottom, or right margin of the page.

b. In retyping a letter written by someone else, place the name of the original writer and the date that person wrote it on the rewritten record copy. On the second line, place the person's name who rewrote it and the date it was typed. Use a new identification line for each rewrite.

Internal information copy distribution. Unless this information appears on the original and on all copies, list it on the record copy.

Coordination. Beginning at the left, across the bottom of the record copy on the signature page, type:

a. The writer's FAS.

b. The FAS of each office that must coordinate on the letter before it is signed. The official who coordinates will then write in his or her last name and the date.

Memorandum for record. If additional information is to be part of the record, type or write it on the record copy, space permitting (fig. 1-18). If space is not available, place this information on the reverse side of the record copy. The writer signs the memorandum for record (MR). The format of an MR that is to be sent to another office, or used as the primary record, will be discussed later in this chapter.

Exercises (208):

1. What is the purpose of the record copy of correspondence?

2. What additional information of record value is usually placed on top of the record copy?

3. What information appears at the bottom of the record copy?

209. Specify procedures for preparing attachments to a standard Air Force letter.

Preparing Attachments. An attachment is a separate document referred to in the letter and sent with the letter, or under separate cover with a copy of the letter, as discussed earlier. If the attachment is not the same size as the letter, fold the larger paper from right to left to coincide with the 8½-inch width, and from bottom to top to coincide with the 11-inch length. Mark attachments as follows:

a. Mark the attachments to a letter as Atch 1, Atch 2, Atch 3, etc. (fig. 1-19).

b. Mark attachments to an attachment as appendices (Appendix A, Appendix B, Appendix C, etc.). See figure 1-20.

c. Mark attachments to appendices as annexes (Annex 1, Annex 2, Annex 3, etc.).

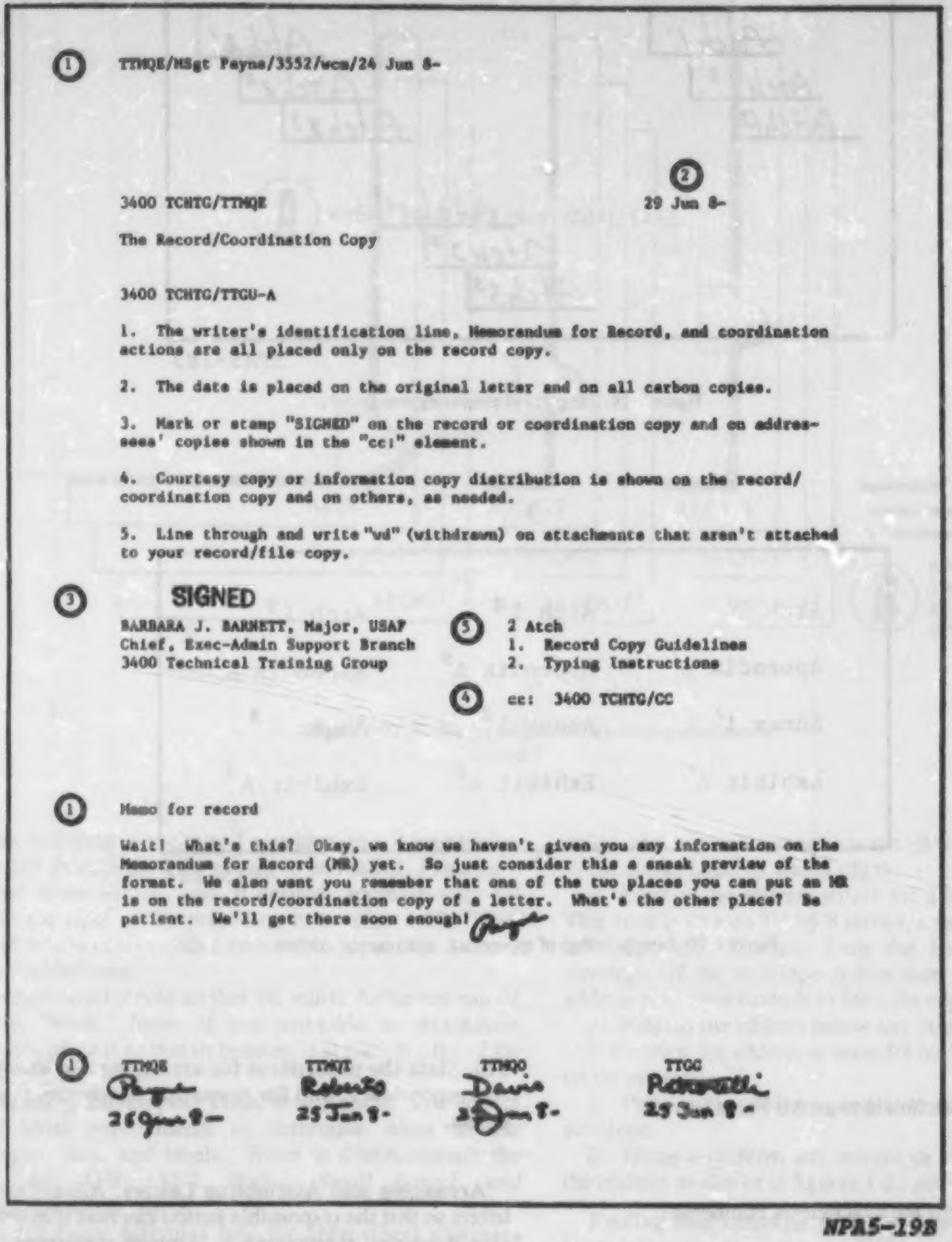
d. Mark attachments to an annex as Exhibit A, Exhibit B, Exhibit C, etc.

If you are sending more than one copy of an attachment, place an additional number to the right—and slightly above—the number or letter labeling the attachment to indicate that the copy is the first, second, third, etc. For example:

On the first copy, write Atch 1^1
On the second copy, write Atch 1^2
On the third copy, write Atch 1^3

This is also shown in figures 1-19 and 1-20.

If you use tabs on the attachments, position the first tab at the right bottom corner of a cover sheet of bond paper, preferably a one-side obsolete form or other "saved" bond paper (not on the attachment). Position the second tab slightly higher on a second sheet. Figure 1-21 shows how to number and how to place tabs on the attachments.



① TTMQE/MSgt Payne/3552/wcm/24 Jun 8-

②

3400 TCHTG/TTMQE 29 Jun 8-

The Record/Coordination Copy

3400 TCHTG/TTGU-A

1. The writer's identification line, Memorandum for Record, and coordination actions are all placed only on the record copy.

2. The date is placed on the original letter and on all carbon copies.

3. Mark or stamp "SIGNED" on the record or coordination copy and on addressees' copies shown in the "cc:" element.

4. Courtesy copy or information copy distribution is shown on the record/coordination copy and on others, as needed.

5. Line through and write "wd" (withdrawn) on attachments that aren't attached to your record/file copy.

③ SIGNED

BARBARA J. BARNETT, Major, USAF
Chief, Exec-Admin Support Branch
3400 Technical Training Group

⑤ 2 Atch
1. Record Copy Guidelines
2. Typing Instructions

④ cc: 3400 TCHTG/CC

① Memo for record

Wait! What's this? Okay, we know we haven't given you any information on the Memorandum for Record (MR) yet. So just consider this a sneak preview of the format. We also want you remember that one of the two places you can put an MR is on the record/coordination copy of a letter. What's the other place? Be patient. We'll get there soon enough! Payne

① TTMQE
Payne
26 Jun 8-

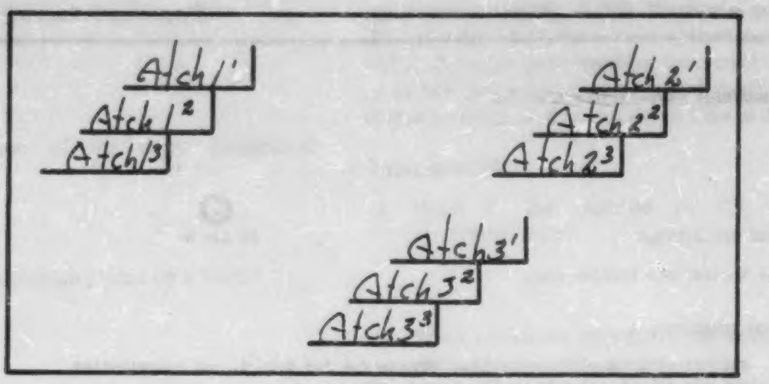
TTMQT
Roberto
25 Jun 8-

TTMQO
Davis
2[illegible] Jun 8-

TTCC
25 Jun 8-

NPA5-19B

Figure 1-18. Sample record copy.



NPA5-183

Figure 1-19. Examples of numbering attachments.

Atch 1^1	Atch 1^2	Atch 1^3
Appendix A^1	Appendix A^2	Appendix A^3
Annex 1^1	Annex 1^2	Annex 1^3
Exhibit A^1	Exhibit A^2	Exhibit A^3

NPA5-184

Figure 1-20. Sample listings of appendices, annexes, and exhibits.

Exercises (209):

1. What is an attachment to an Air Force letter?

2. Where and how are attachments numbered?

3. What must you do when you are sending more than one copy of an attachment?

4. Where should you position the first tab?

210. State the procedures for arranging and assembling correspondence, and for preparing envelopes, tags, and labels.

Arranging and Assembling Letters. Always assemble letters so that the responsible person can read it in order and sign it without rearranging it. Arrange correspondence in the following sequence (fig. 1-22):

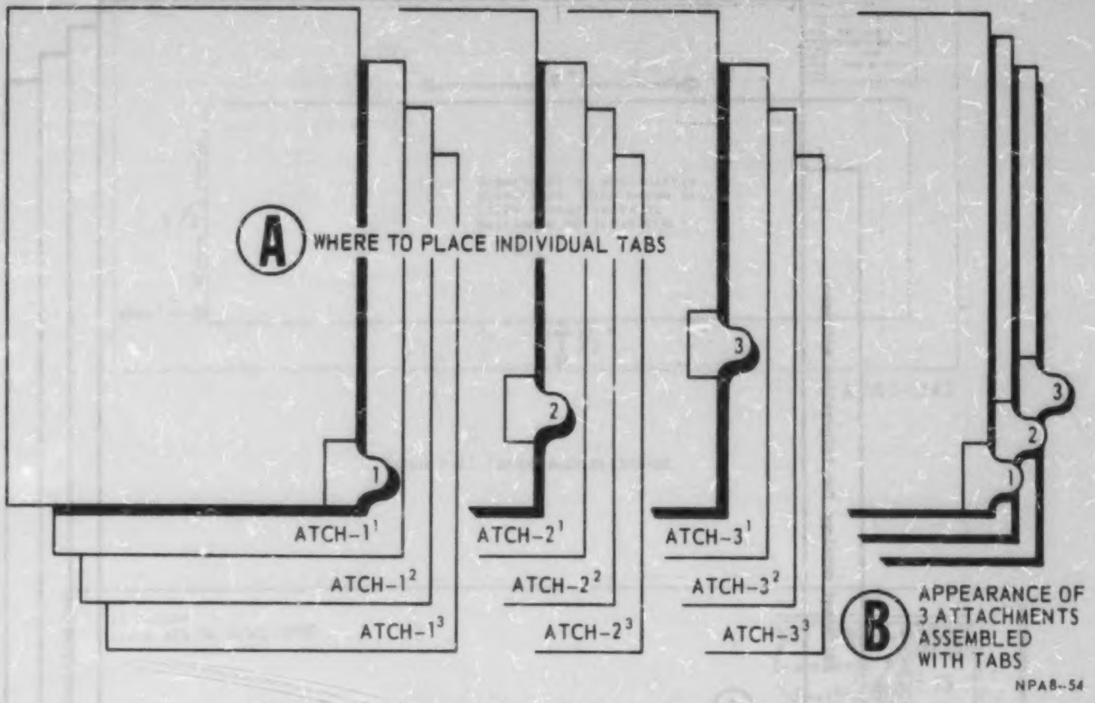
(1) The outgoing original letter, its attachments (if any), and the courtesy copy (if any).

(2) The record (coordination) copy arranged in the same sequence as the original letter, followed by the incoming communication, and pertinent background material.

(3) Information copies (if any) arranged in the same sequence as the original letter.

(4) Additional copies specified by local instructions.

A letter of more than one page, or one that has attachments, should be stapled in the upper left corner. If



A WHERE TO PLACE INDIVIDUAL TABS
1
2
3
ATCH-1¹
ATCH-1²
ATCH-1³
ATCH-2¹
ATCH-2²
ATCH-2³
ATCH-3¹
ATCH-3²
ATCH-3³
3
2
1
B APPEARANCE OF 3 ATTACHMENTS ASSEMBLED WITH TABS
NPA8-54

Figure 1-21. Format for tabbing and numbering attachments.

you are inclosing an addressed envelope, clip it lengthwise, at the left side, behind the copies to be mailed. Place each of these items behind, and, if desired, approximately 1/4 inch to the right of the preceding items (fig. 1-22). Then bind all of the copies with a removable paper clip, bulldog clip, or rubberband.

Arrange attachments so that the entire document can be read in "book" form. If you assemble an attachment sideways, place it so that its heading is at the left edge of the page.

Preparing Envelopes, Tags, and Labels. You should check local requirements to determine when to use envelopes, tags, and labels. When in doubt, consult the BITC and AFR 182-2, *Postal, Small Parcel, and Distribution Management*.

For Air Force activities, use the abbreviated addresses prescribed in AFR 10-4. An FAS must follow the abbreviated organization designation. Separate the organization from the FAS with a slant on the first line of the address.

Follow these guidelines for addressing letter-size mail:

a. Use only black or blue-black ribbon or ink.

b. Use standard-type styles. Do not use italics or artistic-type styles, such as script. Addressing machines with nonstandard-type styles must conform with the requirement for size and spacing of address characters.

c. When using a rubber stamp, insure that the stamped impression conforms to the address format, type, spacing, color, and alignment requirements. Avoid smudging, such as the marks made by stamp edges.

d. Position the address within the address "read zone." This zone is an area 2½ by 8 inches, located 1 inch from the left edge and 1/2 inch from the bottom edge of the envelope. If the envelope is less than 9 inches long, the address read zone extends to the right edge of the envelope.

e. Position the address below any printed guide marks.

f. Position the address at least 5/8 inch from any marking on the envelope.

g. Position the address parallel to the long edge of the envelope.

h. Using a uniform left margin or "block style," type the address as shown in figures 1-23 and 1-24.

Folding and inserting letters in envelopes. To insert a letter into a regular envelope, fold it in three equal parts, as follows:

(1) Fold the bottom third up from the bottom fold mark.

(2) Turn the letter over.

(3) Fold the top third back from the top fold mark. This will conceal the text until the letter is removed from the envelope.

If you use a window envelope, be sure to adjust the "TO" element on your letter to line up the address with the window.

If the envelope is to be mailed through the US Postal Service, be sure that there no staples on the stamp or

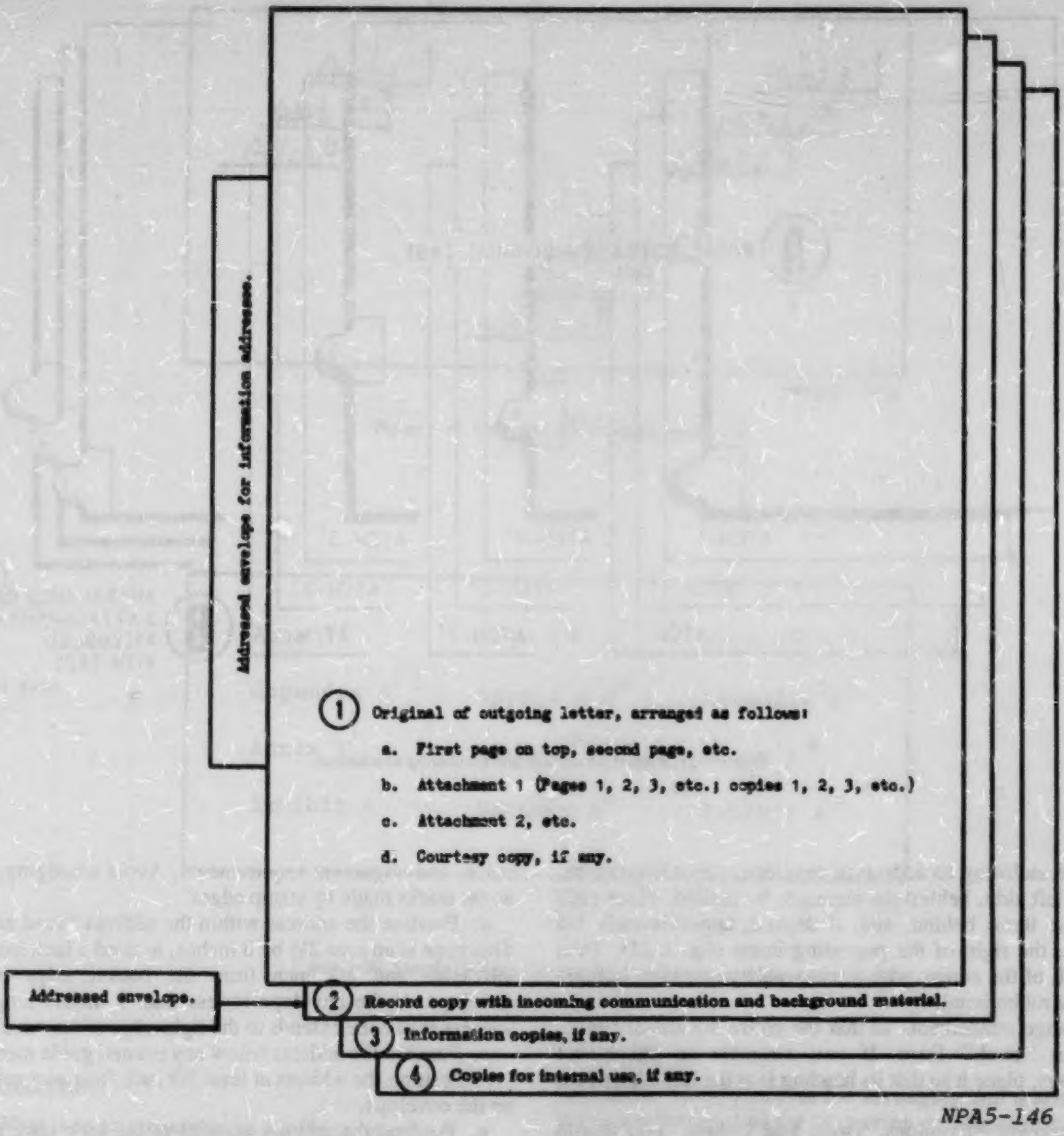

Addressed envelope for information addressee.
① Original of outgoing letter, arranged as follows:
a. First page on top, second page, etc.
b. Attachment 1 (Pages 1, 2, 3, etc.; copies 1, 2, 3, etc.)
c. Attachment 2, etc.
d. Courtesy copy, if any.
Addressed envelope.
② Record copy with incoming communication and background material.
③ Information copies, if any.
④ Copies for internal use, if any.
NPA5-146

Figure 1-22. Arranging and assembling correspondence.

metered side of the envelope where they can damage the postal equipment. Figure 1-25 shows how to fold and insert a letter into an envelope.

Exercises (210):

1. How should correspondence be assembled before it is signed?

2. What is the proper sequence for assembling a letter?

3. Where would you place an addressed envelope when assembling a letter to be mailed?

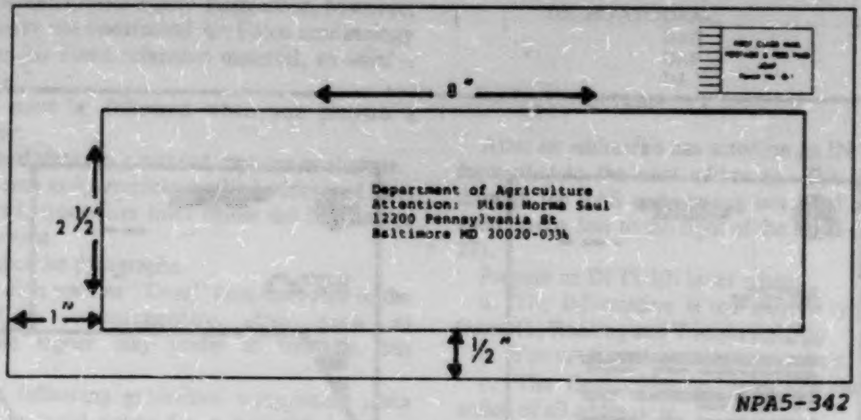


Figure 1–23. Sample address element.

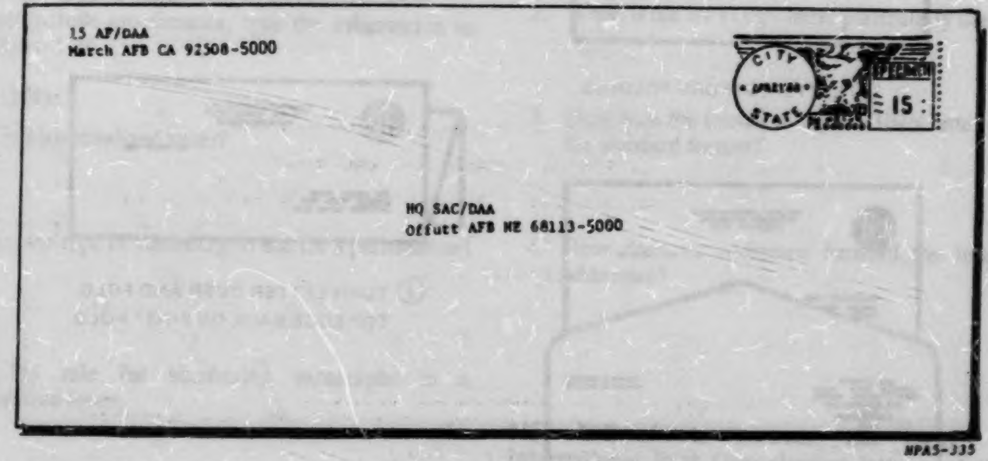


Figure 1–24. Sample address and return address elements.

4. What is the address "read zone"?

5. Briefly explain the proper method of folding an official letter.

1-4. Other Written Correspondence Formats

Although all Air Force letters are written similarly to the standard letter, a number of minor variations or types have been developed. Many of the variations are intended for correspondence with activities outside the Department of Defense. The writer must carefully choose the type of letter that most effectively and economically serves the purpose. You, in turn, must type the letter in the format that is most appropriate for its addressee.

211. Identify the personalized letter by the stationery and format used in its preparation.

Personalized Letter. A personalized letter is an official letter to an individual (military or civilian) on a personal and private matter when warmth and sincerity are essential. Use it for a notice of serious illness, an expression of condolence, or other matters of a private and sympathetic nature. Also, use it as a semiofficial explanatory,

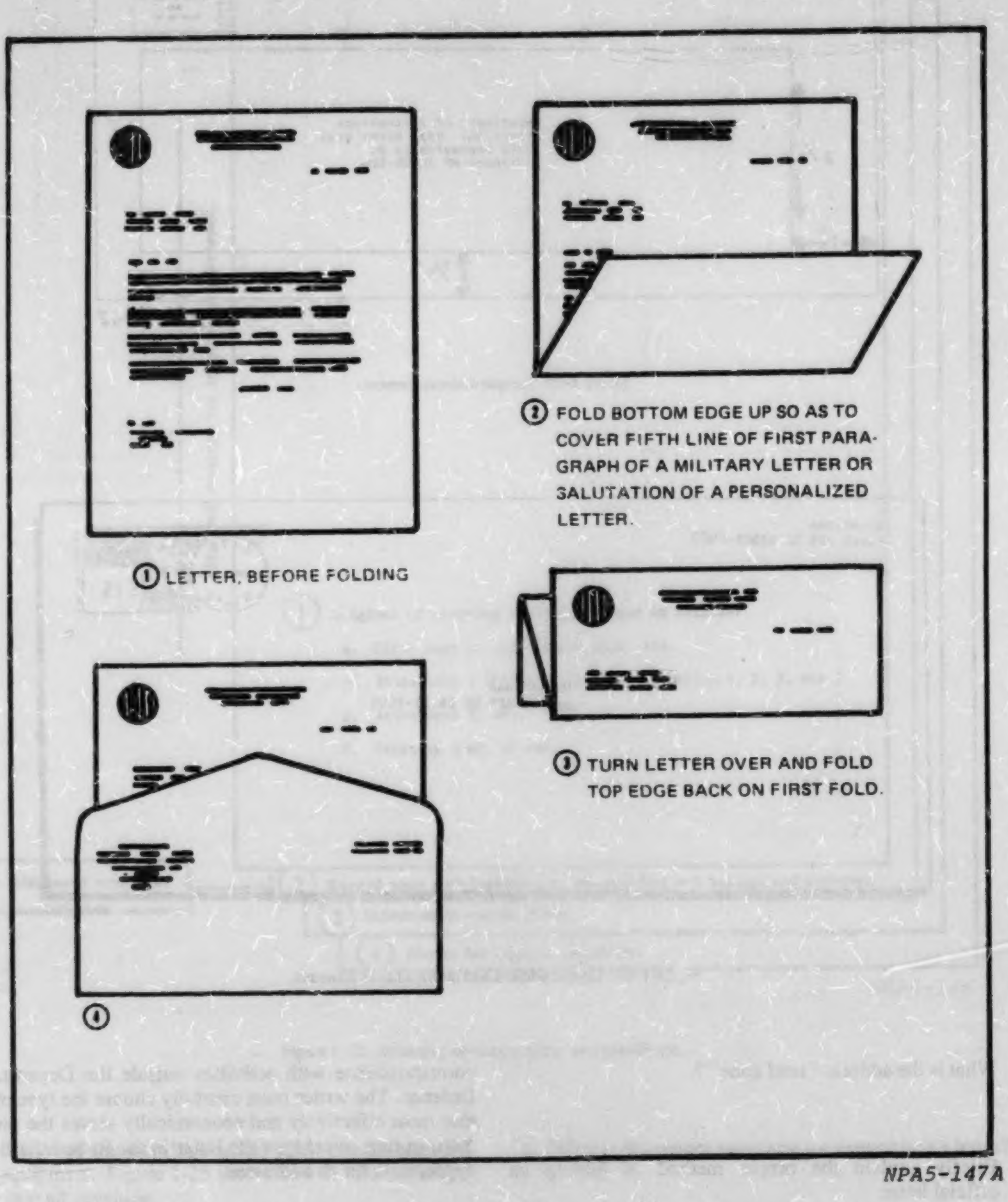

① LETTER, BEFORE FOLDING
② FOLD BOTTOM EDGE UP SO AS TO COVER FIFTH LINE OF FIRST PARAGRAPH OF A MILITARY LETTER OR SALUTATION OF A PERSONALIZED LETTER.
③ TURN LETTER OVER AND FOLD TOP EDGE BACK ON FIRST FOLD.
④
NPA5-147A

Figure 1–25. Folding a letter and inserting it in an envelope.

congratulatory, or welcoming letter. Remember, however, that your reader may not understand Air Force terminology or have access to Air Force reference material, so word it with this in mind.

Several rules must be followed when you prepare a personalized letter:

a. Use letterhead stationery without captions or slogans.

b. Place the name and complete mailing address at least five, single-spaced, typewriter lines below the last line of the letterhead element.

c. Do not number the paragraphs.

d. Use a salutation such as "Dear" (and the name of the individual) and a complimentary close such as "Sincerely." The signer may prefer to write in this information.

e. Follow the following guidelines when using plain letterhead or plain bond paper for a personal letter or separate-page indorsement, follow these guidelines:

20 lines or more	1-inch margins
10 to 20 lines	1- to 1½-inch margins
1 to 9 lines	1½- to 2-inch margins

f. Never use an authority line on a personalized letter.

g. If you include attachments, type the information as shown in figure 1-26.

Exercises (211):

1. What is a personalized letter?

2. Identify the type of stationery to use for a personalized letter.

3. State the rule for numbering paragraphs in a personalized letter.

4. What type of salutation and closing are to be used in a personalized letter?

212. State the purpose of an IN TURN letter and state procedures for forwarding it.

The IN TURN Letter. An IN TURN letter has the purpose of supplying all necessary information when the same letter is sent to two or more individuals or offices IN TURN. It is particularly useful when an addressee needs to know the action or comments of a previous addressee. You can use this letter either within or between organizations. The format is the same as the single- and multiple-addressed letter except for the address element. The addressees of an IN TURN letter are listed directly below each other as shown in the example:

TO: HQ ATC/DAAC
DAA
DAP
DA
IN TURN

After an addressee has acted on an IN TURN letter, it is forwarded to the next addressee. This is done by lining through the FAS and placing any brief comment, initials, and current date to the right of the lined-out symbol (fig. 1-27).

Prepare an IN TURN letter when:

a. The information is too long to type on an Optional Form 41, Routing and Transmittal Slip.

b. You need to record the instructions.

c. The final addressee must see the coordination or action of all addressees.

Exercises (212):

1. What is the purpose of the IN TURN letter?

2. When is the IN TURN letter particularly useful?

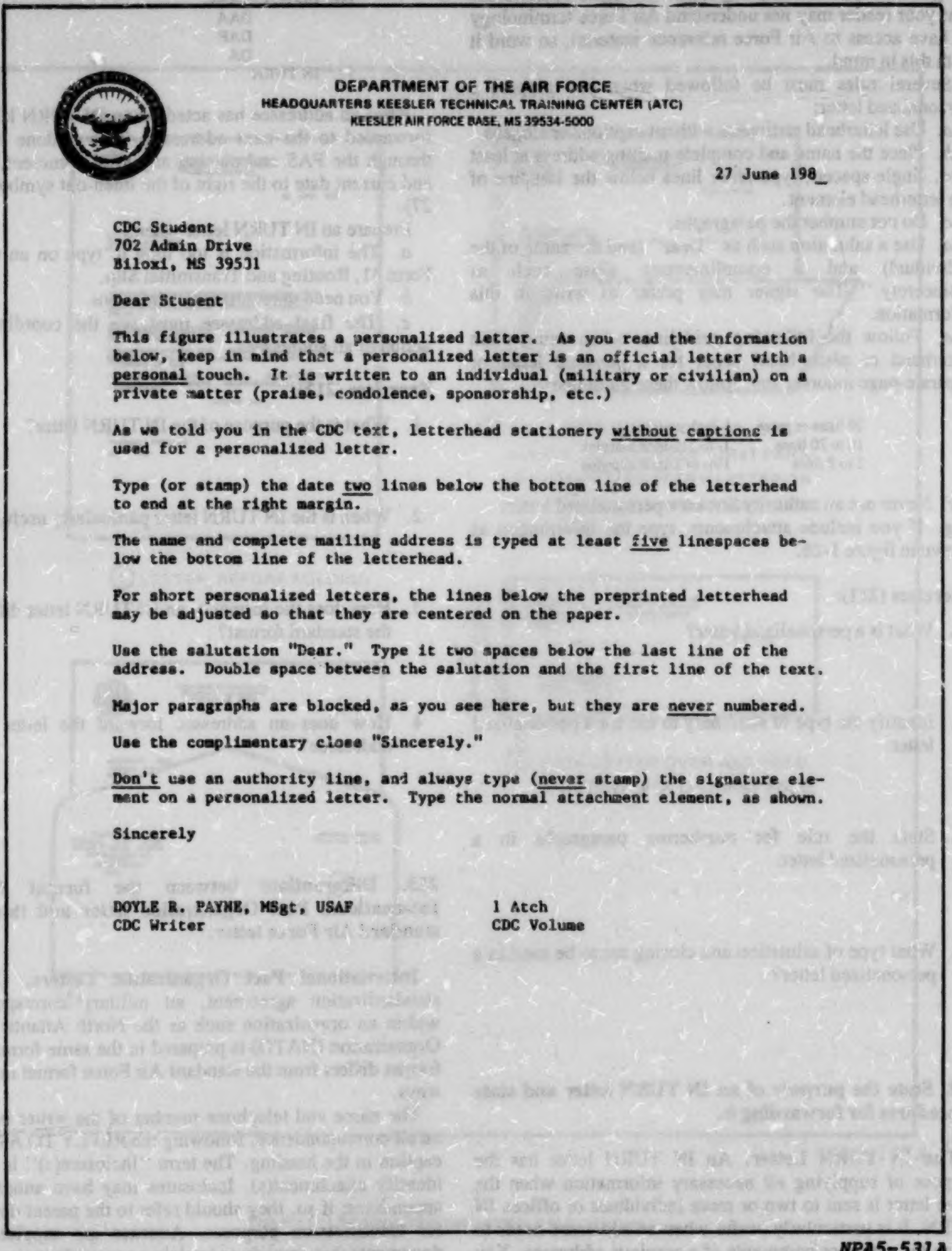
3. How does the format of an IN TURN letter differ from the standard format?

4. How does an addressee forward the letter to next addressee?

213. Differentiate between the format for an International Pact Organization letter and that for a standard Air Force letter.

International Pact Organization Letters. Under a standardization agreement, all military correspondence within an organization such as the North Atlantic Treaty Organization (NATO) is prepared in the same format. This format differs from the standard Air Force format in several ways.

The name and telephone number of the writer is shown on all correspondence, following the REPLY TO ATTN OF caption in the heading. The term "inclosure(s)" is used to identify attachment(s). Inclosures may have annexes and appendixes; if so, they should refer to the parent document for identification purposes. Annexes are supplementary documents that amplify or explain a parent document. They are identified by block capitals in alphabetical order. Appendices amplify or explain an annex. They are identified by Arabic numerals. References to previous correspondence or other documents are listed in either the heading or in the first paragraph of the text.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MS 39534-5000

27 June 198_

CDC Student
702 Admin Drive
Biloxi, MS 39531

Dear Student

This figure illustrates a personalized letter. As you read the information below, keep in mind that a personalized letter is an official letter with a personal touch. It is written to an individual (military or civilian) on a private matter (praise, condolence, sponsorship, etc.)

As we told you in the CDC text, letterhead stationery without captions is used for a personalized letter.

Type (or stamp) the date two lines below the bottom line of the letterhead to end at the right margin.

The name and complete mailing address is typed at least five linespaces below the bottom line of the letterhead.

For short personalized letters, the lines below the preprinted letterhead may be adjusted so that they are centered on the paper.

Use the salutation "Dear." Type it two spaces below the last line of the address. Double space between the salutation and the first line of the text.

Major paragraphs are blocked, as you see here, but they are never numbered.

Use the complimentary close "Sincerely."

Don't use an authority line, and always type (never stamp) the signature element on a personalized letter. Type the normal attachment element, as shown.

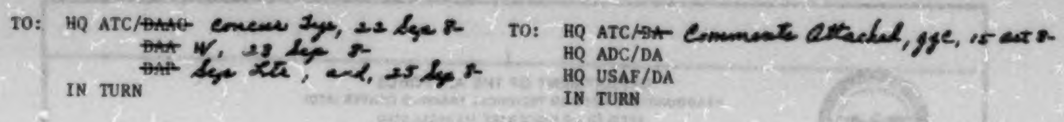
Sincerely

DOYLE R. PAYNE, MSgt, USAF
CDC Writer

1 Atch
CDC Volume

NPA5-531A

Figure 1–26. Sample of a personalized letter.



TO: HQ ATC/~~DAAG~~ Concur Jgs, 22 Sep 8-
~~DAA~~ W, 23 Sep 8-
~~DAP~~ Sgs Ltr, ard, 25 Sep 8-
IN TURN

TO: HQ ATC/~~DA~~ Comments Attached, jjc, 15 Oct 8-
HQ ADC/DA
HQ USAF/DA
IN TURN

NPA8-94A

Figure 1-27. Sample address element for IN-TURN letter.

Exercises (213):

1. How does the heading of a NATO letter differ from the standard format?

2. What term is used to identify attachments in a NATO letter?

3. Compare annex with appendix as used with an International Pact Organization letter.

214. Specify the uses of a short-note reply and an indorsement and state how to prepare them.

Short-Note Reply. It is customary for USAF offices to respond to a letter with another letter, a form, or an electrical message. However, when a simple acknowledgement or a brief routine reply is appropriate, write or type it on the incoming correspondence and return it to the sender. For a sample of such a reply see figure 1-28. Notice that only the barest essentials are included in the reply. The one shown consists of a brief reply to the request made in the letter's text, the date of the reply, the signature, and the signature element.

Use the short-note reply only when you do not need to keep a copy of the original correspondence or the added comment for your office files.

Indorsements. Instead of replying to a letter by writing a separate letter, it is often appropriate to reply by indorsement. You can type an indorsement on the same page below the incoming basic letter or preceding indorsement, as shown in figure 1-29, or prepare it as a separate-page indorsement (fig. 1-30). The same-page indorsement is preferred. The indorsement varies from the standard letter format in that you:

a. Use it only between US military organizations and civilian organizations under contract with the Air Force.

b. Number each indorsement in the order it is added to the basic letter, as follows: 1st Ind, 2d Ind, 3d Ind, etc. Place the indorsement at the left margin and use no punctuation.

c. Place the same-page indorsement two lines below the last line of the basic communication or preceding indorsement.

(1) Type the indorsement number (1st Ind, 2d Ind, etc.) at the left margin, followed by your abbreviated organization address and FAS. Show the writer's name and telephone number in parentheses immediately following the organization address and FAS, if you need personal contact.

(2) Type TO: and the addressee two lines below the indorsement identification. (Figure 1-29 shows a complete same-page indorsement.)

d. Single space the text of the indorsement.

e. In the attachment listing:

(1) Show the notation "nc" to indicate attachments are the same as stated in the basic communication or preceding indorsement.

(2) Show attachment additions or withdrawals as shown in figures 1-29 and 1-30.

f. Arrange and assemble the indorsements, from top to bottom, in this order:

(1) The last indorsement and copies, if any.

(2) The basic letter (study, report, etc.) original and copies, if any.

(3) Previous indorsements in numerical order (with any copies).

(4) Attachments in numerical order.

g. Type the separate-page indorsement on plain bond paper. Begin typing 1 inch from the top of the paper. Your left and right margins will be based on the number of typed lines as they are in a personal letter. The first line, known as the identification line, gives: the office of origin, the type of communication (normally letter), the basic letter's date and subject (the same subject, as identified in the SUBJECT: caption). For example, 2nd Ind to 3380 ABG/DA Ltr, 2 Jul 8__, Indorsement Format.

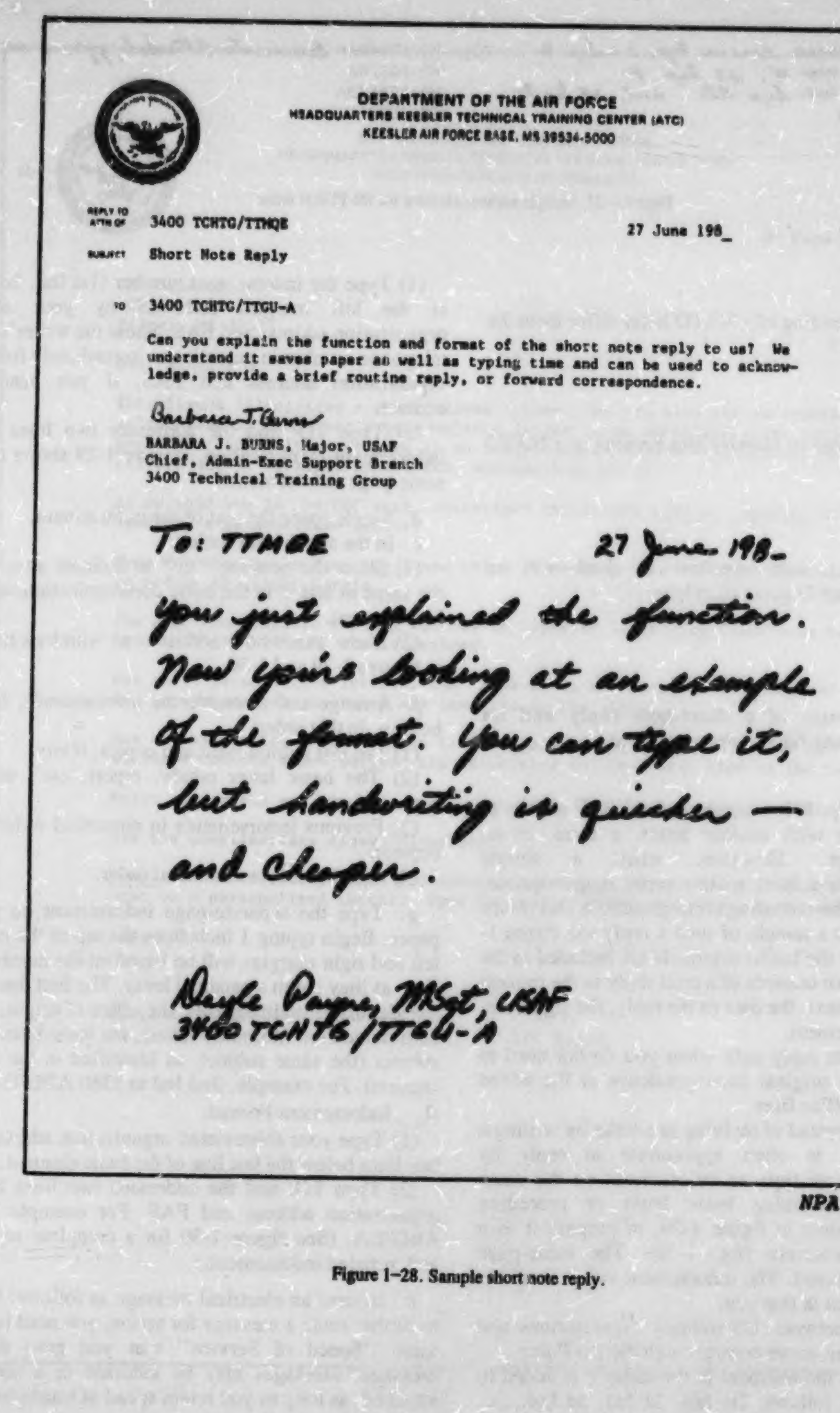
(1) Type your abbreviated organization address and FAS two lines below the last line of the basic element.

(2) Type TO: and the addressee two lines below your organization address and FAS. For example: TO: 3380 ABG/DA. (See figure 1-30 for a complete separate-page and initialed indorsement.)

h. Indorse an electrical message as follows: If you need to further route a message for action, you need to give it the same "Speed of Service" that you gave the original message. Messages may be indorsed or a note or letter attached, as long as you retain speed of transmission. Some general rules to follow are:

(1) The indorsement must not appear to be part of the message text.

(2) The addressee should not have to hunt for the indorsement.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MS 39534-5000

REPLY TO ATTN OF: 3400 TCHTG/TTMQE — 27 June 198_

SUBJECT: Short Note Reply

TO: 3400 TCHTG/TTGU-A

Can you explain the function and format of the short note reply to us? We understand it saves paper as well as typing time and can be used to acknowledge, provide a brief routine reply, or forward correspondence.

Barbara J. Burns
BARBARA J. BURNS, Major, USAF
Chief, Admin-Exec Support Branch
3400 Technical Training Group

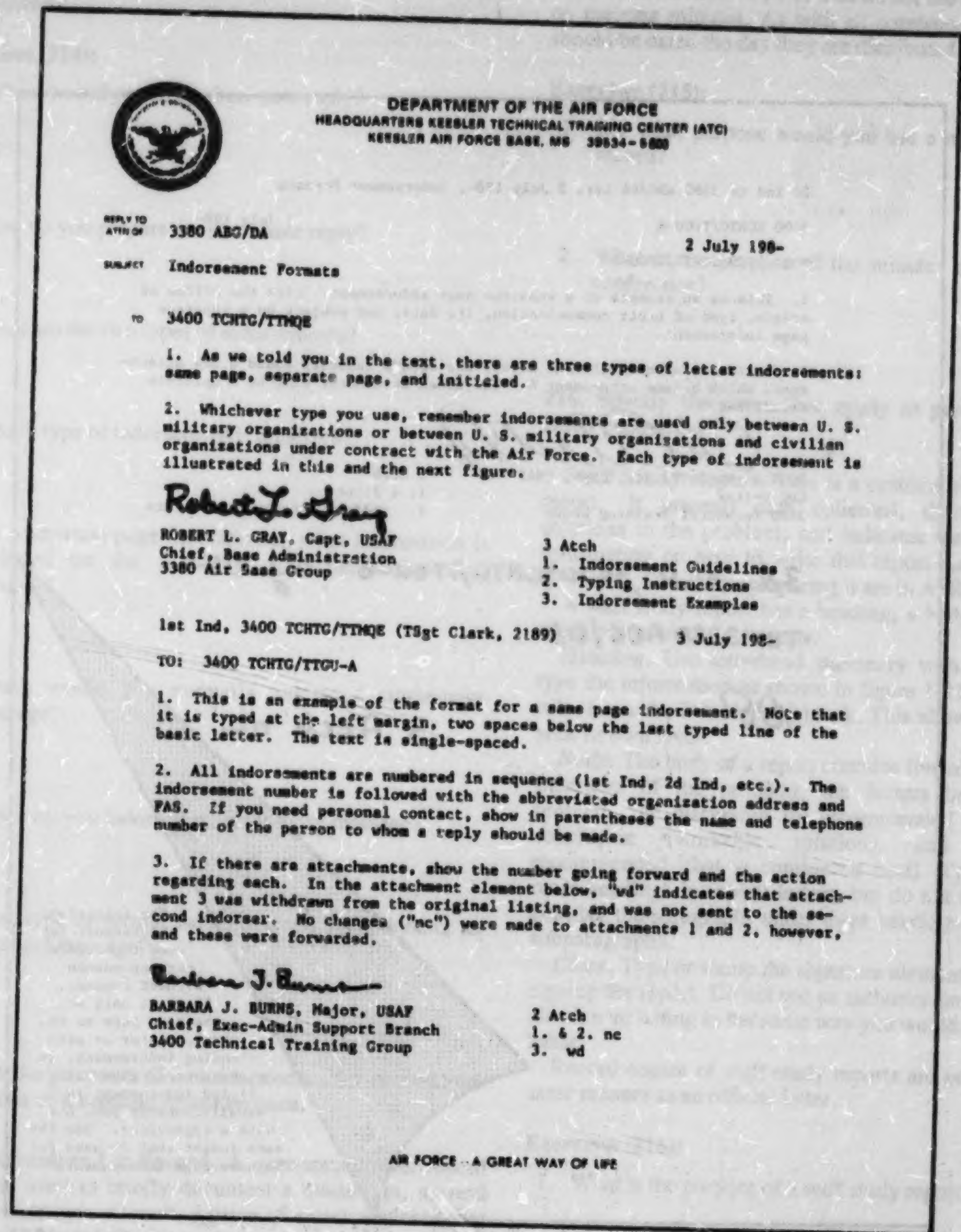
To: TTMQE — 27 June 198_

You just explained the function. Now you're looking at an example of the format. You can type it, but handwriting is quicker — and cheaper.

Doyle Payne, MSgt, USAF
3400 TCHTG/TTGU-A

NPA5-532A

Figure 1–28. Sample short note reply.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MS 39534-5000

REPLY TO ATTN OF: 3380 ABG/DA

2 July 198-

SUBJECT: Indorsement Formats

TO: 3400 TCHTG/TTMQE

1. As we told you in the text, there are three types of letter indorsements: same page, separate page, and initialed.

2. Whichever type you use, remember indorsements are used only between U. S. military organizations or between U. S. military organizations and civilian organizations under contract with the Air Force. Each type of indorsement is illustrated in this and the next figure.

Robert L. Gray

ROBERT L. GRAY, Capt, USAF
Chief, Base Administration
3380 Air Base Group

3 Atch
1. Indorsement Guidelines
2. Typing Instructions
3. Indorsement Examples

1st Ind, 3400 TCHTG/TTMQE (TSgt Clark, 2189) 3 July 198-

TO: 3400 TCHTG/TTGU-A

1. This is an example of the format for a same page indorsement. Note that it is typed at the left margin, two spaces below the last typed line of the basic letter. The text is single-spaced.

2. All indorsements are numbered in sequence (1st Ind, 2d Ind, etc.). The indorsement number is followed with the abbreviated organization address and FAS. If you need personal contact, show in parentheses the name and telephone number of the person to whom a reply should be made.

3. If there are attachments, show the number going forward and the action regarding each. In the attachment element below, "wd" indicates that attachment 3 was withdrawn from the original listing, and was not sent to the second indorser. No changes ("nc") were made to attachments 1 and 2, however, and these were forwarded.

Barbara J. Burns

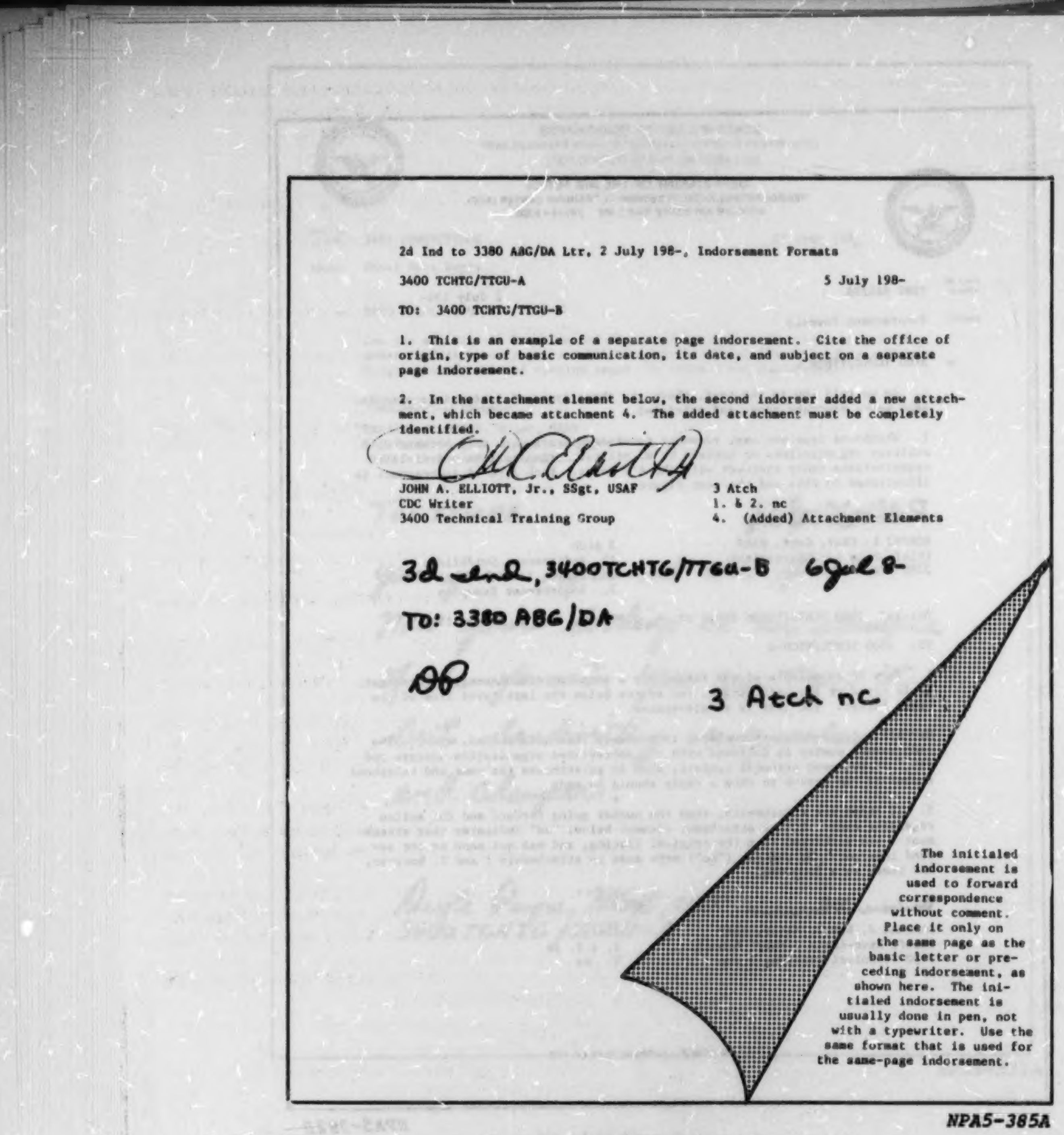
BARBARA J. BURNS, Major, USAF
Chief, Exec-Admin Support Branch
3400 Technical Training Group

2 Atch
1. & 2. nc
3. wd

AIR FORCE - A GREAT WAY OF LIFE

NPA5-392B

Figure 1-29. Sample same-page indorsement.



2d Ind to 3380 ABG/DA Ltr, 2 July 198-, Indorsement Formats

3400 TCHTG/TTGU-A 5 July 198-

TO: 3400 TCHTG/TTGU-B

1. This is an example of a separate page indorsement. Cite the office of origin, type of basic communication, its date, and subject on a separate page indorsement.

2. In the attachment element below, the second indorser added a new attachment, which became attachment 4. The added attachment must be completely identified.

JOHN A. ELLIOTT, Jr., SSgt, USAF
CDC Writer
3400 Technical Training Group

3 Atch
1. & 2. nc
4. (Added) Attachment Elements

3d Ind, 3400TCHTG/TTGU-B 6 Jul 8-

TO: 3380 ABG/DA

DP

3 Atch nc

The initialed indorsement is used to forward correspondence without comment. Place it only on the same page as the basic letter or preceding indorsement, as shown here. The initialed indorsement is usually done in pen, not with a typewriter. Use the same format that is used for the same-page indorsement.

Figure 1–30. Sample separate-page indorsement.

(3) Follow the same format for same- or separate-page indorsements.

Exercises (214):

1. When would you use a short-note reply?

2. How do you prepare the short-note reply?

3. What are the two types of indorsements?

4. Which type of indorsement is preferred?

5. On a separate-page indorsement, what information is included on the first line with the indorsement number?

6. Where would you normally indorse a single-page message?

7. How may you indorse a multiple-page message?

8. What type of format would you use for indorsing an electrical message?

215. Cite the purposes of a memorandum for record and the minutes of a meeting or conference.

Memorandum for Record. A memorandum for record should be used to briefly document a discussion, an oral agreement or commitment, a piece of correspondence that is not available for your files. It may be typed or written in longhand on the record copy of a letter, as mentioned earlier, or it may be prepared on a separate sheet of paper. If the MR is added to the record copy, the subject line may be omitted; however, the date and signature or initials of the individual responsible for its preparation should be indicated.

Minutes of a Meeting or Conference. The minutes of a meeting or conference are prepared to provide a record of completed or planned action(s). They are not verbatim notes, but a concise summary of a discussion. Unless otherwise specified, minutes should be prepared in the format shown in AFR 10-1. You do not use an authority line on meeting minutes. As with all correspondence, minutes should be dated the day they are distributed.

Exercises (215):

1. For what purpose would you use a memorandum for record?

2. What is the purpose of the minutes of a meeting or conference?

216. Specify the rules that apply to preparing a staff study report.

Staff Study Report. This is a problem-solution type of report. It presents data collected, discusses possible solutions to the problem, and indicates the best solution. Information on how to write this report may be found in AFP 13-2. Details for preparing it are in AFR 10-1.

A staff study report has a heading, a body, a close, and when necessary, attachments.

***Heading*.** Use letterhead stationery with captions, and type the information as shown in figure 1-31. As a general rule, leave the TO: element blank. This allows the report to seek its own level.

***Body*.** The body of a report contains five main parts—the statement of the problem, the factors bearing on the problem, the discussion for recommended solutions, the conclusion (workable solution), and the action recommended (that is considered best). Type these five main headings in capital letters, but do not number them. Number the paragraphs under these headings and letter the subparagraphs.

***Close*.** Type or stamp the signature element of the person signing the report. Do not use an authority line. Prepare the attachment listing in the same way you would for an official letter.

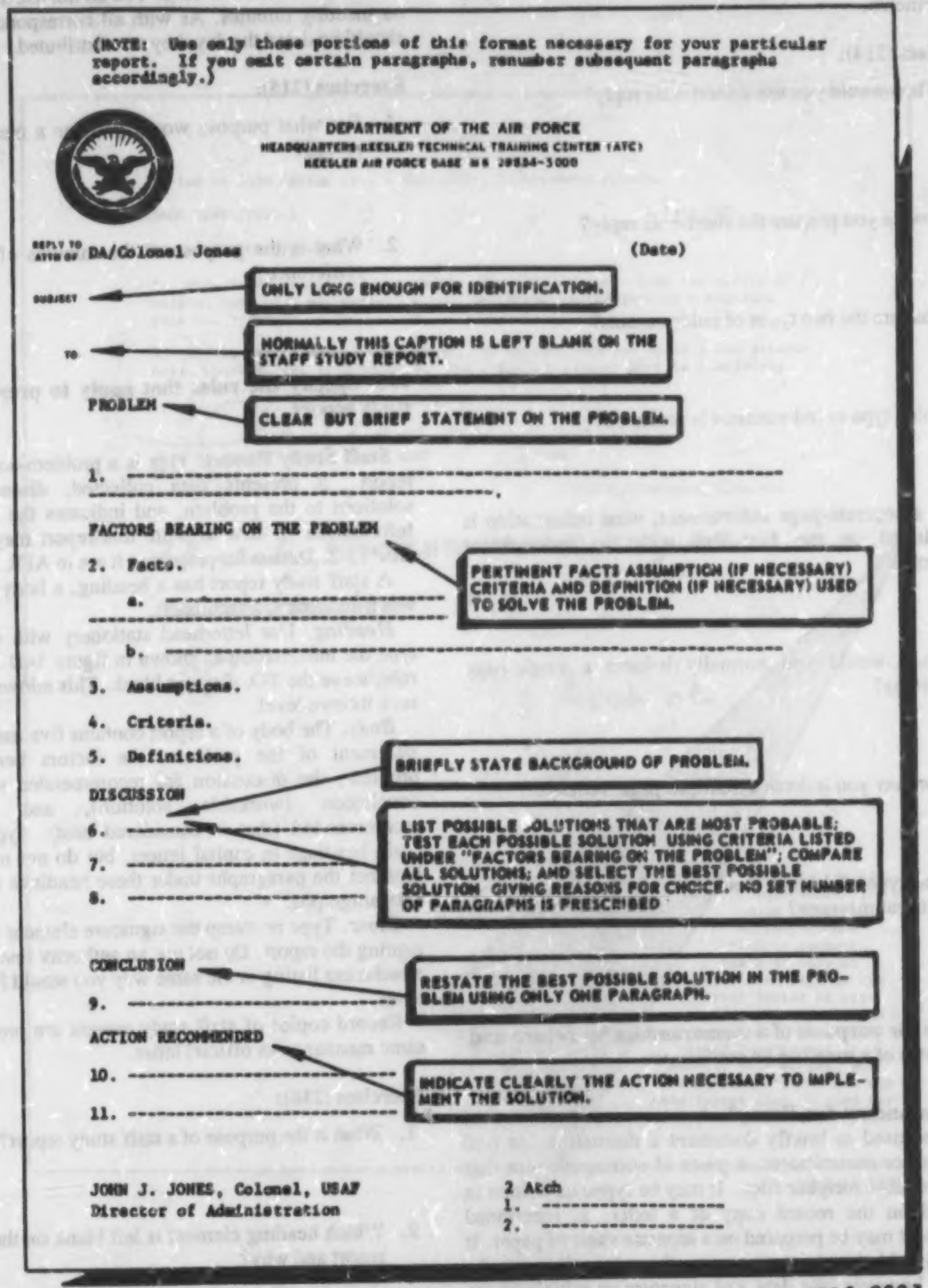
Record copies of staff study reports are prepared in the same manner as an official letter.

Exercises (216):

1. What is the purpose of a staff study report?

2. Which heading element is left blank on the staff study report and why?

3. What elements does the body of the staff report contain?



(NOTE: Use only those portions of this format necessary for your particular report. If you omit certain paragraphs, renumber subsequent paragraphs accordingly.)

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE MS 39534-5000

REPLY TO ATTN OF: DA/Colonel Jones (Date)

SUBJECT: ONLY LONG ENOUGH FOR IDENTIFICATION.

TO: NORMALLY THIS CAPTION IS LEFT BLANK ON THE STAFF STUDY REPORT.

PROBLEM: CLEAR BUT BRIEF STATEMENT ON THE PROBLEM.

1. --.

FACTORS BEARING ON THE PROBLEM: PERTINENT FACTS ASSUMPTION (IF NECESSARY) CRITERIA AND DEFINITION (IF NECESSARY) USED TO SOLVE THE PROBLEM.

2. Facts.

a. --

b. --

3. Assumptions.

4. Criteria.

5. Definitions.

DISCUSSION: BRIEFLY STATE BACKGROUND OF PROBLEM. LIST POSSIBLE SOLUTIONS THAT ARE MOST PROBABLE; TEST EACH POSSIBLE SOLUTION USING CRITERIA LISTED UNDER "FACTORS BEARING ON THE PROBLEM"; COMPARE ALL SOLUTIONS; AND SELECT THE BEST POSSIBLE SOLUTION GIVING REASONS FOR CHOICE. NO SET NUMBER OF PARAGRAPHS IS PRESCRIBED

6. ----------------------

7. ----------------------

8. ----------------------

CONCLUSION: RESTATE THE BEST POSSIBLE SOLUTION IN THE PROBLEM USING ONLY ONE PARAGRAPH.

9. ----------------------

ACTION RECOMMENDED: INDICATE CLEARLY THE ACTION NECESSARY TO IMPLEMENT THE SOLUTION.

10. ----------------------

11. ----------------------

JOHN J. JONES, Colonel, USAF
Director of Administration

2 Atch
1. ----------------
2. ----------------

NPA6-288A

Figure 1-31. Sample staff study report (front).

4. What does the close of the staff study report contain?

217. Define talking, bullet background, and position papers; and state rules for preparing them.

Talking Papers. These are concise, factual, written out lines prepared for an oral presentation, or used as memory ticklers or quick reference outlines. This type of paper assumes that the user has knowledge of the subject. It presents key points, positions, and facts briefly and orderly (fig. 1-32).

Bullet Background Papers. This type of paper (fig. 1-33) is a multipurpose, written brief used to provide information, forward items of interest, or to summarize current or potential problems. They should include an introductory paragraph, a basic discussion, and a conclusion. This is a tighter format, though background papers may be as long as necessary and may contain double spaced text.

Position Papers. These papers are used to advocate or to convince the reader on an argument or position (fig. 1-34).

General Typing Guidelines. Follow these guidelines for all four types of papers:

a. Use 8½ x 11-inch plain bond paper.

b. Center the title in capital letters 1 inch from the top of the paper. Begin the body three lines below the title.

c. Set the margins 1 inch all around.

d. Do not number the paragraphs.

e. Headings such as PURPOSE, BACKGROUND, DISCUSSION, RECOMMENDATION, etc., may be used.

f. Place an identification line in the lower left margin on the first page. This line should include the author's rank and name, office symbol, phone number, typist's initials, and the date of preparation.

g. If the paper is classified, mark it according to DOD 5200.1-R/AFR 205-1.

Exercises (217):

1. What are talking papers?

2. What type of papers are used as memory ticklers or quick reference outlines?

3. What is the purpose of a bullet background paper?

4. What type of paper is used to advocate or to convince the reader on an argument or position?

5. What are the margins used in all four types of papers?

6. Where would the identification line be located in each type paper?

1-5. Form and Guide Letters

Form and guide letters provide a quick, effective, and economical way to prepare routine, repetitive correspondence when the volume justifies their use and the subject matter is suitable.

218. Identify form and guide letters by their purposes and types, and state the rules for determining the need for them.

In the conduct of day-to-day business, you may be able to identify many transactions of your office that can be done more effectively through the use of a form or guide letter. These letters often provide the following advantages:

a. Savings in time and labor needed to compose, draft, type, and review individually prepared letters.

b. Rapid transactions that speed communication and benefit everyone.

c. Consistency in transacting business. Carefully composed form or guide letters create a good impression and eliminate confusion.

d. Savings in paper because file copies are seldom needed for a form letter. If a record is essential, a notation of reply identifying the form letter and the date dispatched may be made on the incoming communications.

Form Letters. Form letters are composed and reproduced in quantity, in advance of actual use, for repetitive, routine actions. They are used in place of individual letters. There are three basic types:

Prewritten letter. A prewritten letter is complete in every respect except for the name and address of the recipient and the date (fig. 1-35). Notice that even the signature can be reproduced on such a letter. Small circles in the illustration show where entries can be added. To use a prewritten letter, add the address and date and then mail it as you would any other letter.

Fill-In letter. A fill-in letter (fig. 1-36) resembles the prewritten letter with space left for the addition of minor variations to the text. The letter must fit regular office typewriters so that you can add the entries easily, quickly, and neatly. The small circles on the illustration indicate where the fill-in entries are to be typed.

Optional statement letter. This form letter is designed for transactions where a standard text can be combined with one or more optional statements to make up the complete communication. Careful selection of the options will adapt the letter to the variety of circumstances that may be involved. Figure 1-37 shows a typical optional statement letter with the small circles added to show where entries can

TALKING PAPER

ON

SUBJECT BEING ADDRESSED

PURPOSE/MAIN THRUST

- A talking paper is a logically developed outline prepared for an oral presentation.

-- Is a quick reference outline; avoids details and chronologies.

DISCUSSION

- No standard format, but this example illustrates most popular.

-- Keep user's and recipient's background, subject familiarity, and position in mind.

-- May have headings such as PURPOSE:, DISCUSSION:, RECOMMENDATION:, etc.

- Prepared in short statement form using telegraphic wording: key words or phrases called "bullets."

-- Use dashes before major thoughts; further indent subordinate thoughts.

--- Use the one-dash, two-dash, three-dash sequence.

-- Each separate thought requires a separate subparagraph.

-- Double space between items and try to limit to one page; prepare separate paper for each subject.

-- Include classification markings on each bullet if paper is classified. Follow DOD 5200.1-R/AFR 205-1 for preparation, marking, and handling.

- FYI (For Your Information): Supporting information not intended to be spoken by user is covered in an attached background paper, or included in parentheses, preceded by "FYI"

-- FYI items are possible counter arguments, beliefs/positions taken by recipient and previous confrontations on same subject.

-- FYI is brief and rarely used more than a few times in a talker.

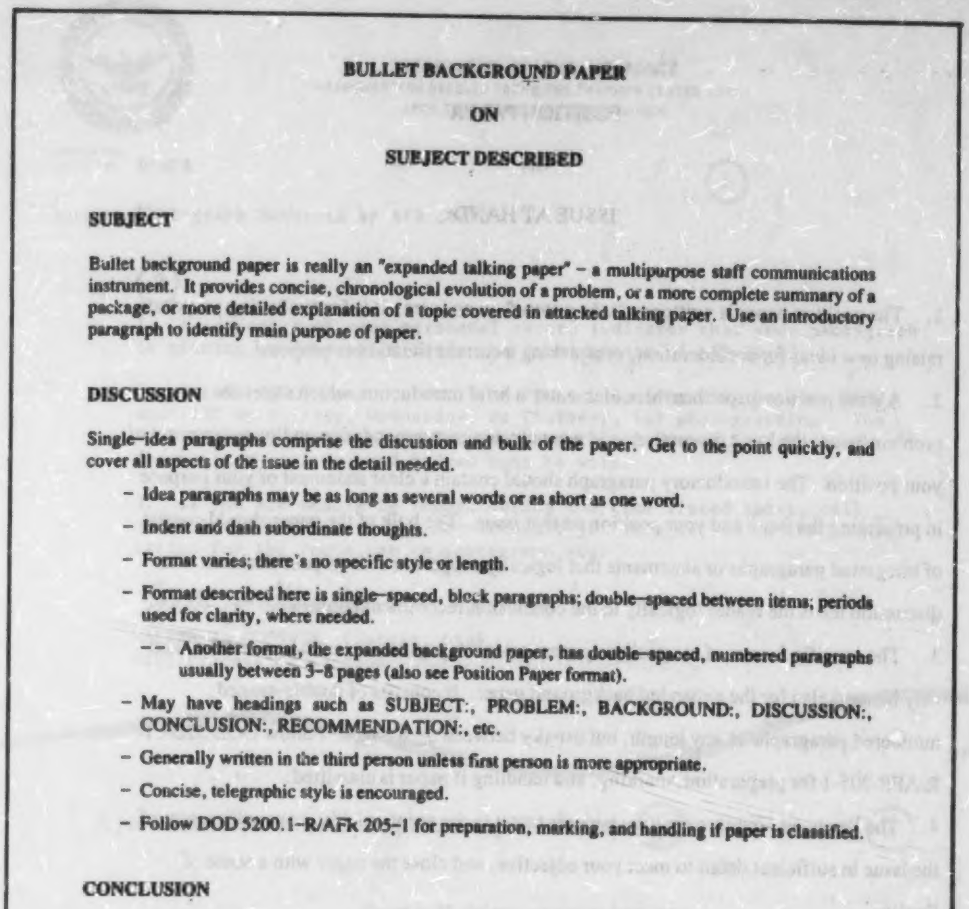
RECOMMENDATION

- Close by wrapping up with a recommendation, if any.

Capt Lankosz/DAQA/4197/mek/5 Mar 8.

NPA5-452

Figure 1-32. Sample talking paper.



BULLET BACKGROUND PAPER

ON

SUBJECT DESCRIBED

SUBJECT

Bullet background paper is really an "expanded talking paper" – a multipurpose staff communications instrument. It provides concise, chronological evolution of a problem, or a more complete summary of a package, or more detailed explanation of a topic covered in attacked talking paper. Use an introductory paragraph to identify main purpose of paper.

DISCUSSION

Single–idea paragraphs comprise the discussion and bulk of the paper. Get to the point quickly, and cover all aspects of the issue in the detail needed.

- Idea paragraphs may be as long as several words or as short as one word.
- Indent and dash subordinate thoughts.
- Format varies; there's no specific style or length.
- Format described here is single–spaced, block paragraphs; double–spaced between items; periods used for clarity, where needed.
  - -- Another format, the expanded background paper, has double–spaced, numbered paragraphs usually between 3–8 pages (also see Position Paper format).
- May have headings such as SUBJECT:, PROBLEM:, BACKGROUND:, DISCUSSION:, CONCLUSION:, RECOMMENDATION:, etc.
- Generally written in the third person unless first person is more appropriate.
- Concise, telegraphic style is encouraged.
- Follow DOD 5200.1–R/AFR 205–1 for preparation, marking, and handling if paper is classified.

CONCLUSION

Concluding remarks: close paper with a sense of finality.

RECOMMENDATION

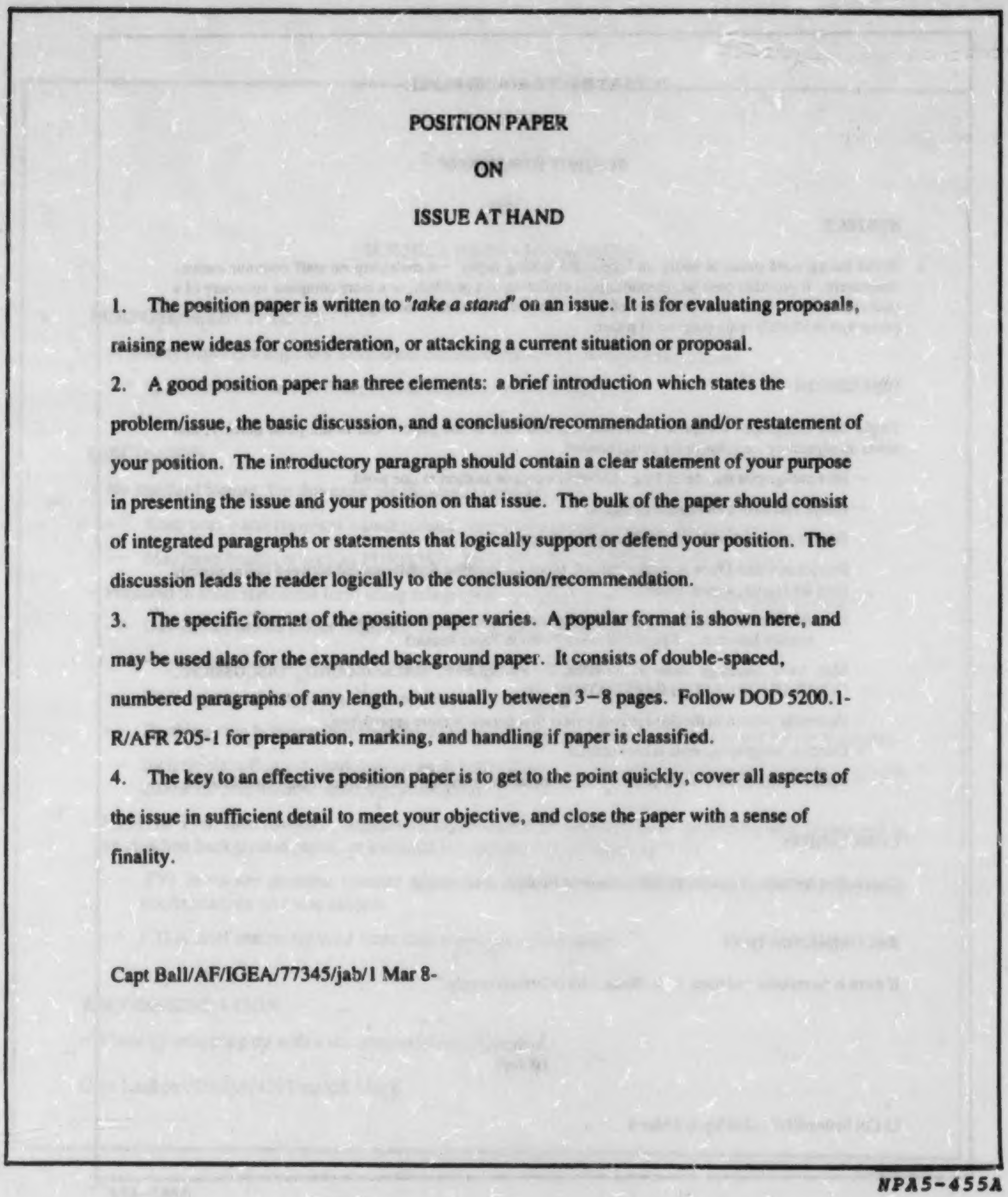
If there is no recommendation, state "None – for information only."

Atch
(if any)

Lt Col Staley/EDCC/2483/smj/2 Mar 8

HPA5–454

Figure 1–33. Sample background paper.



POSITION PAPER

ON

ISSUE AT HAND

1. The position paper is written to *"take a stand"* on an issue. It is for evaluating proposals, raising new ideas for consideration, or attacking a current situation or proposal.

2. A good position paper has three elements: a brief introduction which states the problem/issue, the basic discussion, and a conclusion/recommendation and/or restatement of your position. The introductory paragraph should contain a clear statement of your purpose in presenting the issue and your position on that issue. The bulk of the paper should consist of integrated paragraphs or statements that logically support or defend your position. The discussion leads the reader logically to the conclusion/recommendation.

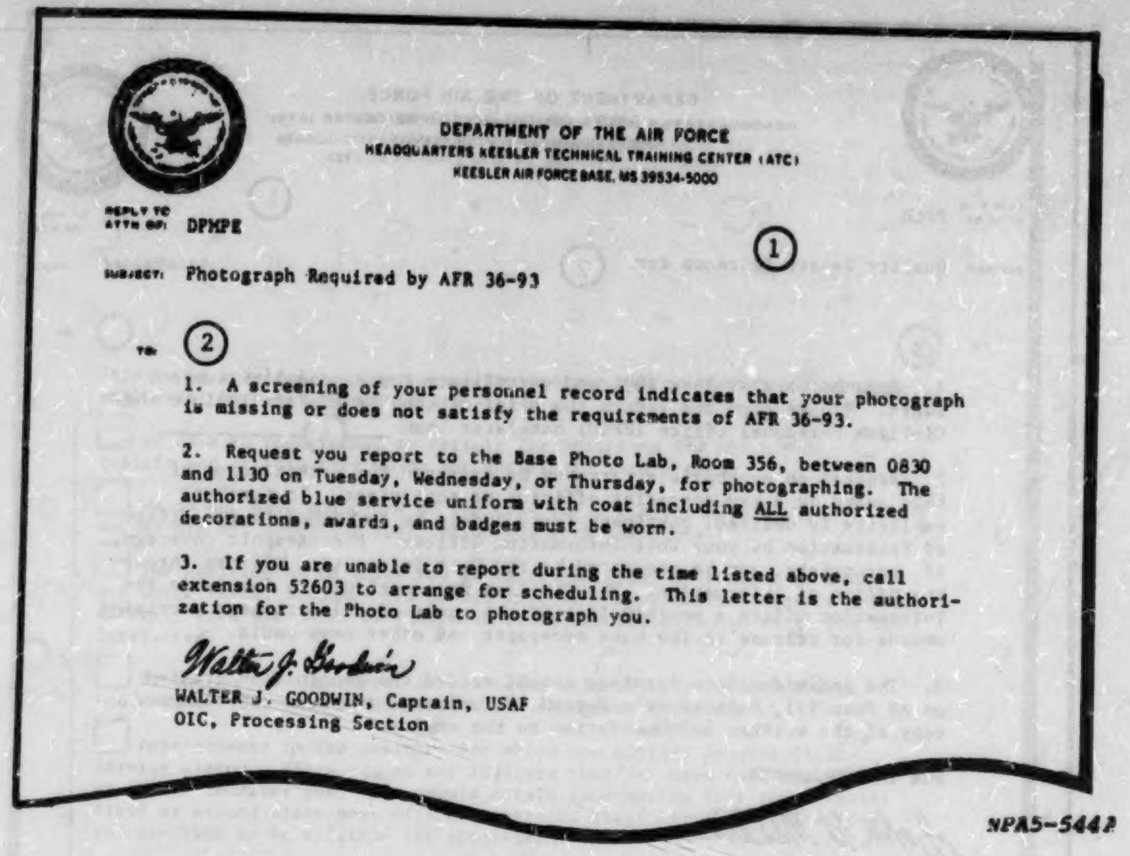
3. The specific format of the position paper varies. A popular format is shown here, and may be used also for the expanded background paper. It consists of double-spaced, numbered paragraphs of any length, but usually between 3–8 pages. Follow DOD 5200.1-R/AFR 205-1 for preparation, marking, and handling if paper is classified.

4. The key to an effective position paper is to get to the point quickly, cover all aspects of the issue in sufficient detail to meet your objective, and close the paper with a sense of finality.

Capt Ball/AF/IGEA/77345/jab/1 Mar 8-

NPA5-455A

Figure 1–34. Sample position paper.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MS 39534-5000

REPLY TO ATTN OF: DPMPE

①

SUBJECT: Photograph Required by AFR 36-93

TO: ②

1. A screening of your personnel record indicates that your photograph is missing or does not satisfy the requirements of AFR 36-93.

2. Request you report to the Base Photo Lab, Room 356, between 0830 and 1130 on Tuesday, Wednesday, or Thursday, for photographing. The authorized blue service uniform with coat including ALL authorized decorations, awards, and badges must be worn.

3. If you are unable to report during the time listed above, call extension 52603 to arrange for scheduling. This letter is the authorization for the Photo Lab to photograph you.

Walter J. Goodwin
WALTER J. GOODWIN, Captain, USAF
OIC, Processing Section

NPA5-544P

A prewritten form letter is complete except for the date ① and the addressee ②

Figure 1-35. Sample prewritten form letter.

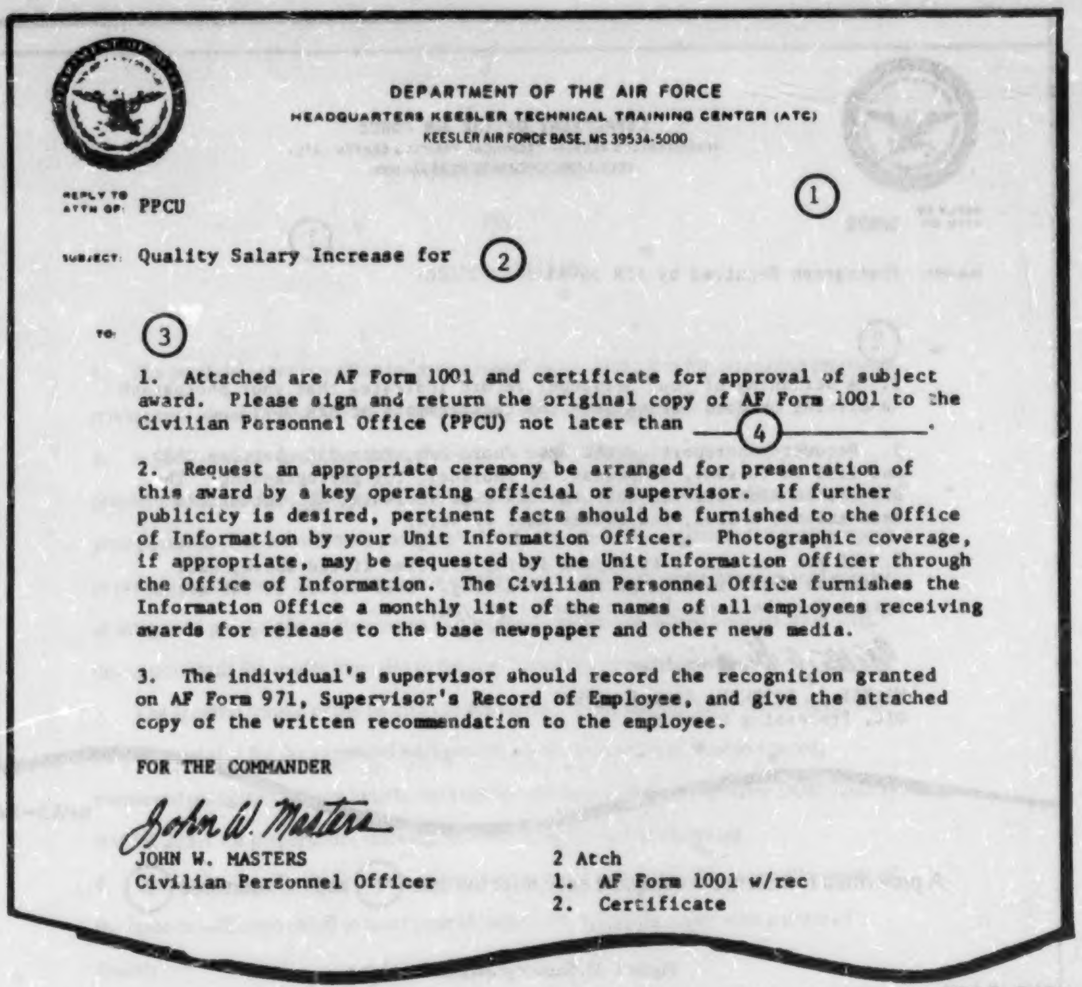
be made. You add the date and address to the heading, check the statements in the text that apply, and affix a signature. Notice that the sample leaves space for an extra paragraph.

Guide Letters. Guide letters are simply models of the text of a letter composed in advance but not printed. Most writers, at one time or another, have used an earlier letter as a model for preparing a similar letter. A step away from that practice is to prepare a carefully written letter, or portion of one, for regular use. A guide letter is normally used in preparing individual replies to recurring inquiries when a form letter is not appropriate. The writer selects the letter, paragraph, or combination of paragraphs appropriate to the response, and the typist does the rest.

Rules for Using Form and Guide Letters. Economy, speed, and consistency in transacting business by written correspondence are the general reasons why form and guide letters should be used. However, in some instances a form letter would be inappropriate. A form letter, which is usually recognizable as such, would not be appropriate when discussing an individual's personal affairs. For example, using a form letter to inform the next of kin of a casualty would be in bad taste. Similarly, a form letter to an individual who has been recommended for an outstanding service award would also be in poor taste. However, such letters may be composed from a guide letter if the number and similarity of such communications warrant the use of this technique. In other instances, particularly in dealing with the public, the inclusion of a statement explaining that the form letter was used to expedite the business of the recipient usually eliminates any adverse reaction. No apologies are necessary for using form letters in transacting business between Air Force activities.

There are two tests to apply to all situations in which you might use a form letter. The first is the communication's impact or effect upon the recipient. The other is whether using a form letter is more economical than composing individual letters.

Developing Form and Guide Letters. At some time in your career, you may begin to feel that you are typing the same old letter over and over. The only variations in the letters are perhaps in the address and date elements. You



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE, MS 39534-5000

①

REPLY TO ATTN OF: PPCU

SUBJECT: Quality Salary Increase for ②

TO: ③

1. Attached are AF Form 1001 and certificate for approval of subject award. Please sign and return the original copy of AF Form 1001 to the Civilian Personnel Office (PPCU) not later than ____④____.

2. Request an appropriate ceremony be arranged for presentation of this award by a key operating official or supervisor. If further publicity is desired, pertinent facts should be furnished to the Office of Information by your Unit Information Officer. Photographic coverage, if appropriate, may be requested by the Unit Information Officer through the Office of Information. The Civilian Personnel Office furnishes the Information Office a monthly list of the names of all employees receiving awards for release to the base newspaper and other news media.

3. The individual's supervisor should record the recognition granted on AF Form 971, Supervisor's Record of Employee, and give the attached copy of the written recommendation to the employee.

FOR THE COMMANDER

John W. Masters

JOHN W. MASTERS
Civilian Personnel Officer

2 Atch
1. AF Form 1001 w/rec
2. Certificate

NPA5-545A

① ② ③ ④ These entries are filled in at the time the letter if dispatched.

Figure 1-36. Sample fill-in letter.

may ask yourself, "Why can't I run off a thousand copies and just leave space for the address and date?" The question is appropriate; but don't stop with the asking—do something about it. The result might be a big improvement in office efficiency.

The general requirements for using form and guide letters were discussed earlier in this section. If the contents of your letter are appropriate to such use, how do you determine whether mass reproduction is economically sound? AFR 10-1 says that a form letter may be justified when the following criteria are met:

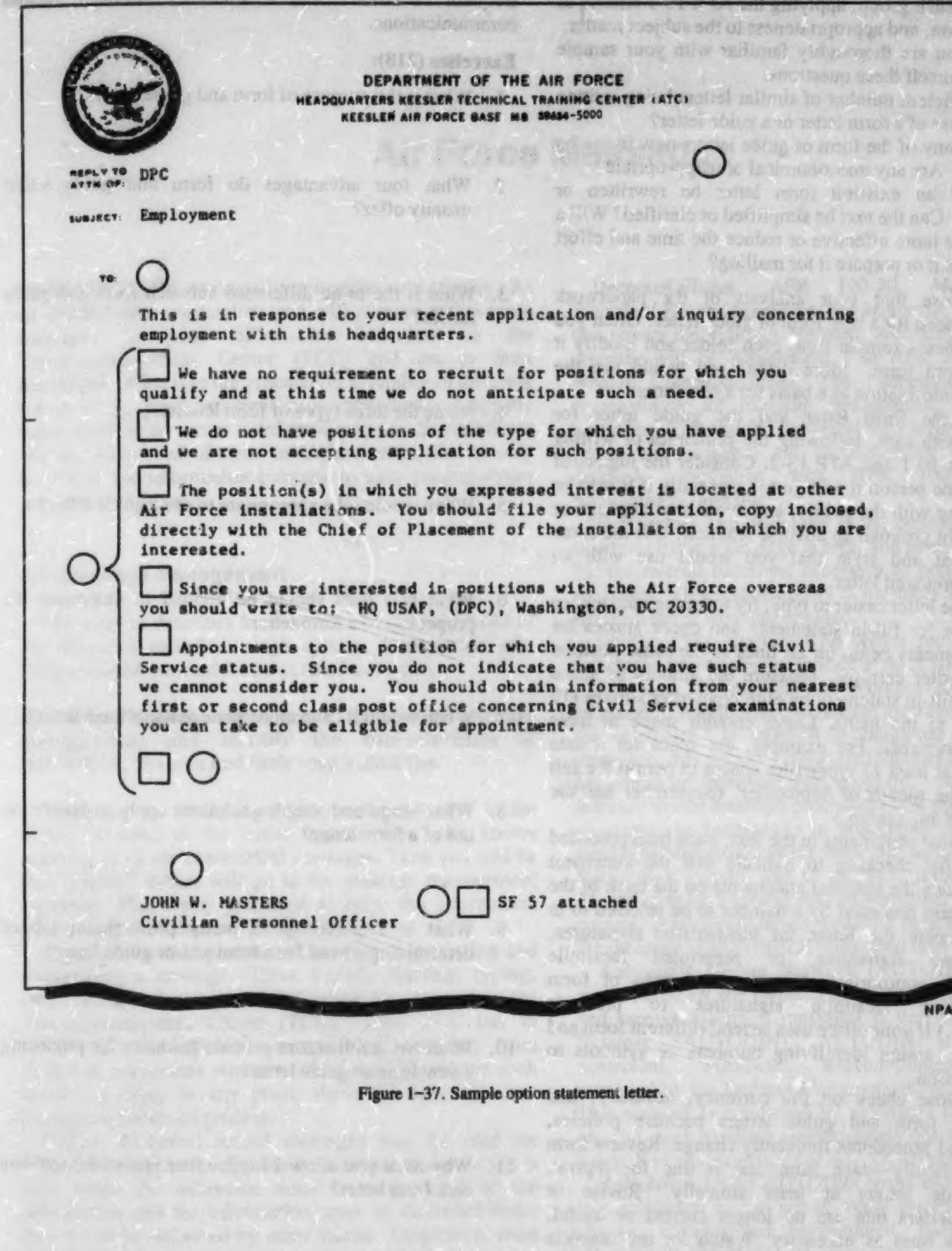
The line count (text) of a repetitive letter is:	*The number of such letters written each month is:*
5	30 or more
10	15 or more
15	10 or more

Don't try to produce a form letter without first studying the instructions in AFR 10-1.

To do a really professional job of determining your office's need for form and guide letters, you must analyze all correspondence being produced by your office. Here are the basic steps to take in such a study:

a. Have an extra copy made of all correspondence prepared during a 2-week period. (If your office maintains a complete reading file of its correspondence, use that instead of making more copies.) Also, collect a copy of each form letter in use and indicate the number of times it was used during the two weeks.

b. Read all correspondence and group that which is similar in meaning and purpose. Each group represents a possible form or guide letter. Place each group in a separate folder and total individually typed letters.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS KEESLER TECHNICAL TRAINING CENTER (ATC)
KEESLER AIR FORCE BASE MS 39534-5000

○

REPLY TO ATTN OF: DPC

SUBJECT: Employment

TO: ○

This is in response to your recent application and/or inquiry concerning employment with this headquarters.

○

☐ We have no requirement to recruit for positions for which you qualify and at this time we do not anticipate such a need.

☐ We do not have positions of the type for which you have applied and we are not accepting application for such positions.

☐ The position(s) in which you expressed interest is located at other Air Force installations. You should file your application, copy inclosed, directly with the Chief of Placement of the installation in which you are interested.

☐ Since you are interested in positions with the Air Force overseas you should write to: HQ USAF, (DPC), Washington, DC 20330.

☐ Appointments to the position for which you applied require Civil Service status. Since you do not indicate that you have such status we cannot consider you. You should obtain information from your nearest first or second class post office concerning Civil Service examinations you can take to be eligible for appointment.

☐ ○

○

JOHN W. MASTERS
Civilian Personnel Officer

○ ☐ SF 57 attached

NPA8-66

Figure 1-37. Sample option statement letter.

c. Review each group, applying the AFR 10-1 criteria of impact, function, and appropriateness to the subject matter.

d. Once you are thoroughly familiar with your sample folders ask yourself these questions:

(1) Is a sufficient number of similar letters being written to justify the use of a form letter or a guide letter?

(2) Should any of the form or guide letters now in use be discontinued? Are any uneconomical or inappropriate?

(3) Should an existing form letter be rewritten or redesignated? Can the text be simplified or clarified? Will a new format be more effective or reduce the time and effort required to use it or prepare it for mailing?

Let's suppose that your analysis of the paperwork indicates the need for a new form or guide letter. Often you can take the best example from each folder and modify it into the desired form. More often, you would use the accumulated information as a basis for a new letter.

Make up the form letter and the guide letter (or paragraphs) with care, following the principles of writing found in AFR 10-1 and AFP 13-2. Consider the impact of the letter on the person it will go to, especially if it is to be used in dealing with the public, and avoid any language or tone that might provoke an adverse reaction. Use the same general format and style that you would use with an individually prepared letter.

To make the letter easier to type, try to arrange the text so that the space for fill-in statements and check spaces for optional statements begin on all lines at the same position on the typewriter carriage. Measure the amount of space needed for a fill-in statement by elite typewriter strokes (12 letter spaces to the inch). Leave enough space to meet normal requirements. For example, the space for a date should equal at least 17 typewriter spaces to permit the full spelling of the month of September. (September has the most letters of any month.)

Place optional statements in the text, each item preceded by a space for checking to indicate that the statement applies; or place the optional statements on the back of the letter, each item preceded by a number to be referred to in the text. Prepare the letter for handwritten signatures, rubber-stamped signatures, or preprinted facsimile signatures, as appropriate. (Limit your stocks of form letters bearing facsimile signatures to preclude obsolescence.) If your office uses several different form and guide letters, assign identifying numbers or symbols to reduce confusion.

Keep a close check on the currency, accuracy, and propriety of form and guide letters because policies, functions, and procedures frequently change. Review form letters periodically—each time one is due for reprint. Review guide letters at least annually. Revise or discontinue letters that are no longer current or useful. Develop new ones as necessary. Watch for the obsolete material because you may be the only person who reads the item in its entirety each time it is used. You must also be alert to suggest new form or guide letters when you notice a frequent recurrence and a similarity between various communications.

Exercises (218):

1. **What is the purpose of form and guide letters?**

2. **What four advantages do form and guide letters usually offer?**

3. **What is the basic difference between form and guide letters?**

4. **Name the three types of form letters.**

5. **When would it be appropriate to use a guide letter?**

6. **What two tests should be applied to determine the proper use of a form letter?**

7. **When would it be inappropriate to use a form letter?**

8. **What usage and length guidelines apply to justify the use of a form letter?**

9. **What is required for a really professional job of determining a need for a form and/or guide letter?**

10. **What two publications provide guidance for producing a new form or guide letter?**

11. **Why must you allow 17 typewriter spaces for the date on a form letter?**

12. **When should form and guide letters be reviewed for currency and accuracy?**

Air Force Messages

MESSAGES ARE are usually transmitted electrically. As an administration specialist, you will prepare and process messages in your office to be sent to the Telecommunications Center (TCC) and on to their destination. Messages are prepared in a number of different forms, i. e., joint messageforms, card decks, magnetic tapes. Each form serves a different purpose. Some offices may use some or all of them. In this chapter we discuss only the forms and information common to your general duties and responsibilities.

2-1. Message Management

This section describes the features and characteristics of the electrical record message system. It describes user categories and the need for strict standardization.

219. Cite the basic concepts and policies of message management; and identify the characteristics of AUTODIN, its users and their responsibilities.

There may be times when you are the only one in the office, or even in the entire organization, who knows anything at all about electrical messages. Then you will be the "expert" others will go to for message management guidance. That's why you need to know the information presented in the following paragraphs.

Concept. Several phases are involved in preparing and transmitting a message. These include drafting, typing, coordinating, releasing, and delivering the message to the Telecommunication Center (TCC). Then TCC has to process it. The efficient movement of messages from writers to addressees requires sound management of each phase. A delay in any phase slows the message flow throughout the entire process.

Policy. Electrical record messages may be used for official business only. Generally, an electrical message is used when the addressee must have a record of the information and the information must be delivered faster than it can be delivered by other means. Originators must determine whether a message is the best means to accomplish the mission.

The originator prepares a DD Form 173, Joint Messageform, for electrical transmission when the urgency of the subject matter calls for fast or near simultaneous delivery. If time is not a factor and a formal letter is not required, the originator should prepare a DD Form 173 for transmission by nonelectrical means (postal, courier, etc.).

Responsibilities. AFR 100-20, *Management of Electrical Record Messages and Minimize,* is the directive that covers the message program. Also helpful to you as a preparer will be Attachment 1 to AFR 10-1, *Preparing Written Communications.* The commander has overall responsibility for message management, economy, and discipline. You and the personnel who assist in preparing or processing messages are professionally responsible for detailed compliance with AFR 100-20 and any supplemental directives.

Originator. The originator is the command or authority in whose name a message is sent, and as such is responsible for the overall functions necessary to prepare and release messages. This responsibility is normally fulfilled through the message drafter and releaser.

Drafter. The drafter, who writes the message, must follow the procedures prescribed in AFR 100-20.

Releaser. The releaser, who manages the program within an activity, is authorized to release messages in the name of the originator. In addition to validating the contents of messages, this person's signature indicates compliance with the message management program. Specifically, the releaser should establish procedures that prevent delays and eliminate the bottlenecks in processing messages so that messages will flow evenly from the activity, through the distribution system, and to the TCC throughout the day. The releaser also insures that all personnel under his or her control, particularly newly assigned personnel, understand the meaning of MINIMIZE (discussed later in this chapter).

Automatic Digital Network (AUTODIN). The prime system used by the Department of Defense (DOD) to send and receive electrical messages is the Automatic Digital Network (AUTODIN). AUTODIN is a computer-controlled, worldwide telecommunications network managed by the Defense Communications Agency (DCA). This network is connected by automatic switching centers (ASCs), each handling approximately one million messages a day. Key characteristics of AUTODIN are:

Reliability. Under AUTODIN errors and failures are held to a minimum by the use of many system and subsystem checks, a controlled environment, backup equipment, alternate routing of circuits, and so on.

Speed. Strict speed-of-service (SOS) objectives are placed on the network. This includes special handling of messages that must have special treatment. SOS objectives, which we cover later, are based on the total time it takes to process a message from the time it is filed at the originating TCC to the time it is available for delivery at the addressee's TCC.

Security. AUTODIN secures message content by encryption, multiple automatic checks, and by using standardized message formats.

Flexibility. The network handles messages in various input or output forms from different types of telecommunications equipment, such as teletypewriters, card punches, magnetic tape transports, and computers. Alternative routing of circuits to, from, and between the ASCs makes the system more flexible. Several different transmission rates are used to take care of low or high volumes of message traffic.

Authorized Users. There are two categories of authorized users—official and quasi-official.

Official. These message originators are members of the DOD, military departments, and subdivisions of the military departments. They are authorized to send and receive messages in the conduct of official Government business only.

Quasi-official. These are normally originators other than DOD organizations or activities whose messages will, under some conditions, be accepted and processed by Air Force TCCs.

User Interface. Air Force users hook up with AUTODIN through their serving TCC. TCCs vary in size and equipment, but the prime role of each is the same. They serve all activities on a base or installation by accepting, processing, and transmitting all outgoing electrical messages and by receiving incoming messages and making them available to the activities they serve.

Standardization. Strict standardization is required throughout the AUTODIN system, particularly in the way messages are prepared. Consider in particular:

Joint use. AUTODIN is a DOD-wide network involving many different users and operators. All users and operators must comply with the same DOD instructions. Universal use of the message preparation standards will help all recipients read and understand the message more easily and rapidly.

Automation. Computer automation requires a standardized message format. Since AUTODIN is a computer-controlled system all messages must present information in a standard form that can be recognized, accepted, transmitted, and received by the AUTODIN equipment.

Exercises (219):

1. What phases are involved in preparing and transmitting a message from a writer to an addressee?

2. What is the basic policy of message management?

3. What is the responsibility of the commander?

4. Who is responsible for the overall functions necessary to prepare and release messages?

5. Who sends a message for the originator and is responsible for its being prepared and processed correctly?

6. What are the two categories of authorized users?

220. Specify criteria used in assigning precedence designators.

Precedence or priority designators are assigned to a message by the originator. These designators indicate to communications personnel the relative order in which they should be handled and to the addressee the urgency of the message. The originator must carefully determine how quickly the information has to be to the addressee and assign precedence accordingly. The importance of the information or the rank/grade of the message originator does not necessarily imply urgency. A message must not be assigned a higher precedence than necessary to achieve the desired SOS objective to the addressee. To this end, the category must be determined by your careful consideration of these definitions and examples.

EMERGENCY COMMAND. Precedence prosign: Y. SOS objective is 5 minutes or less. EMERGENCY COMMAND precedence exists within the AUTODIN system only, for certain designated time-sensitive command and control messages. These messages are transmitted and processed ahead of all others, and they interrupt lower precedence messages already in process. Only the National Command Authority (NCA) and certain commanders of unified or specified commands are authorized to use the EMERGENCY COMMAND precedence, and then only for certain emergency action command and control messages.

FLASH. Precedence prosign: Z. SOS objective is 10 minutes or less. This precedence is reserved for messages of extreme emergency which severely affect national, command, or area security. Such things as initial enemy contact, alerts, warnings, or other emergency actions of an operational nature fall in this category. Brevity is mandatory.

IMMEDIATE. Precedence prosign: O. SOS objective is 30 minutes. This precedence is reserved for very urgent messages relating to situations that gravely affect the national, command, or area security. Such things as vital communications which have an immediate operational effect on tactical operations, directly concern safety or rescue operations, and affect intelligence operations fall into this category. IMMEDIATE messages should be as brief as possible.

PRIORITY. Precedence prosign: P. SOS objective is 3 hours. This precedence is reserved for prompt attention to actions concerning national defense and security, the successful conduct of war, or safeguarding of life or property which do not require FLASH or IMMEDIATE precedence.

ROUTINE. Precedence prosign: R. SOS objective is 6 hours. This precedence is used for all types of messages that should be sent by rapid means but that do not have sufficient urgency to require a higher precedence.

Exercises (220):

1. Other than the National Command Authority, who is authorized to use the EMERGENCY COMMAND precedence capability of the AUTODIN system?

2. What precedence is assigned to messages pertaining to initial enemy contacts, alerts, warnings, or other emergency actions of an operational nature?

3. What precedence is assigned for certain designated time- sensitive command and control messages?

4. The IMMEDIATE precedence is reserved for what type of messages?

5. In relation to an IMMEDIATE message, when would a PRIORITY message be transmitted?

6. When is the ROUTINE precedence used?

221. Identify messages by category and type.

Messages may have either single or multiple addressees. A single-address message is one that is sent to only one address. To send a single message to either military or nonmilitary addressees, use a complete military activity address or a complete private firm or personal address. Don't use post office box numbers if you know the street address.

A multiple-address message is one that is sent to two or more addresses. When a message is sent to more than one address, writers must decide whether or not a BOOK message is to be used. This procedure is discussed in the section on preparing narrative messages.

Official Messages. There are several types of Air Force-originated official messages.

General messages. Only offices for which a general message title has been established can originate general messages. Within the Air Force, these are HQ USAF (including the Secretary of the Air Force), MAJCOM HQs, and SOAs. General message titles are also established for offices of the Joint Chiefs of Staff and joint command headquarters.

The general message title is a combination of letters or an abbreviation representing a predetermined group of addresses. For example, ALMAJCOM is the general message title for a general message from HQ USAF to all major commanders.

AIG messages. A fixed list of specific and frequently recurring combinations of action and/or information addressees (normally not less than five addressees) is identified by an AIG number. An AIG message is more flexible than a general message in that it can be used at any organizational level. Also, it is economical because it reduces the size of a multiple-address message heading, thus increasing the speed of processing and transmitting.

Quasi-Official Messages. Normally, these are messages originated by other than DOD organizations or activities. They are accepted and processed by Air Force TCCs. They are transmitted to the appropriate area commercial refile facility, or military installation nearest the addressee.

American National Red Cross. Certain administrative and emergency welfare messages are authorized to fulfill this organization's mission. These messages concern the death or severe illness of an immediate family member. The messages will not take precedence over normal military communications.

Press. Where commercial facilities are not available, press messages may be transmitted as long as they *do not* interfere with normal communications to the nearest commercial refile point.

Military banking facilities. Certain commercial banking facilities are authorized to do business on military installations. They may originate messages to Air Force accounting and finance offices concerning military pay, allotments, record errors, or other matters directly relating to the banking support of military personnel.

Federal Credit Union. When commercial record communications facilities are not available, certain specially designated federal credit unions operating on military installations may be authorized to originate messages in the conduct of their business in direct support of military personnel at those locations. Requests for approval for this type of service are considered on a case-by-case basis and must be sent with full justification through command channels to HQ USAF.

Exercises (221):

1. What are the two categories of messages that can be sent over military communication facilities?

2. What type of message is designed to meet recurring requirements and is sent to a fixed group of addresses?

3. What activities can originate general messages?

4. What is a general message title?

5. How is a fixed list of specific and frequently recurring combinations of action and/or information addresses identified?

6. Match each message type in Column A with its message category in Column B. Each item in Column B matches more than one message type.

Column A	*Column B*
____ (1) AIG.	a. Official.
____ (2) Military banking facility.	b. Quasi-Official.
____ (3) Press.	
____ (4) General.	
____ (5) Federal credit union.	
____ (6) Red Cross.	

222. Specify the message format and the composition of the date-time group (DTG).

Message Formats. Electrical messages may be sent and received by AUTODIN in different formats. The most common is the narrative message format which is prepared on a DD Form 173. Another format is the data pattern message.

Message Identification. The sole means for identifying an Air Force narrative message is the originator's organization or activity designation, FAS, DTG, and subject. For example a narrative message, dealing with message preparation, originated by the Requirements and Policy Branch of the Directorate of Command, Control, and Communications, HQ USAF, on 6 June 198_, with a time of origin of 1504 Universal Time Coordinated (UTC) would be identified as "HQ USAF WASH DC/XOKCR//061504Z JUN 8_, SUBJ: Message Preparation."

DTG composition. The DTG is the date and time a message is released for transmission. The DTG consists of six digits, followed by the UTC zone suffix Z, followed by the month and year. The first two digits give the date of the month; the second two, the hour of the day; and the third two, the minutes of the hour. In our example, the DTG of 061504Z JUN 8_ is the 6th day, 15th hour, and 4th minute UTC. UTC is a standard time used worldwide. The specific hour and minute mentioned is actually the time at the time zone centered around Greenwich, England, and may be considered generally equivalent to the more well-known Greenwich Mean Time (GMT). UTC will differ from your local time only by an integral number of hours. Figure 2-1 shows how to figure the UTC for your time zone.

Selection limitations. Message originators must not assign the same DTG to two or more messages that have the same organization or activity designation and FAS. For example, if a second message were being released at the same time as the one we have just described, it should be assigned another DTG. This difference should be shown in the minutes portion of the DTG, such as 061505Z JUN 8_ or 061506Z JUN 8_.

Delivery. FLASH and IMMEDIATE precedence messages should be delivered to the TCC as soon as possible after the DTG has been assigned. PRIORITY and ROUTINE precedence messages must be delivered within time limits set by the local commander and should coincide with established delivery system and distribution schedule, when possible.

Exercises (222):

1. What is the sole means for identifying an Air Force narrative message?

2. Briefly explain the composition of the DTG.

223. State factors to consider in applying security classification and special-handling designators to messages.

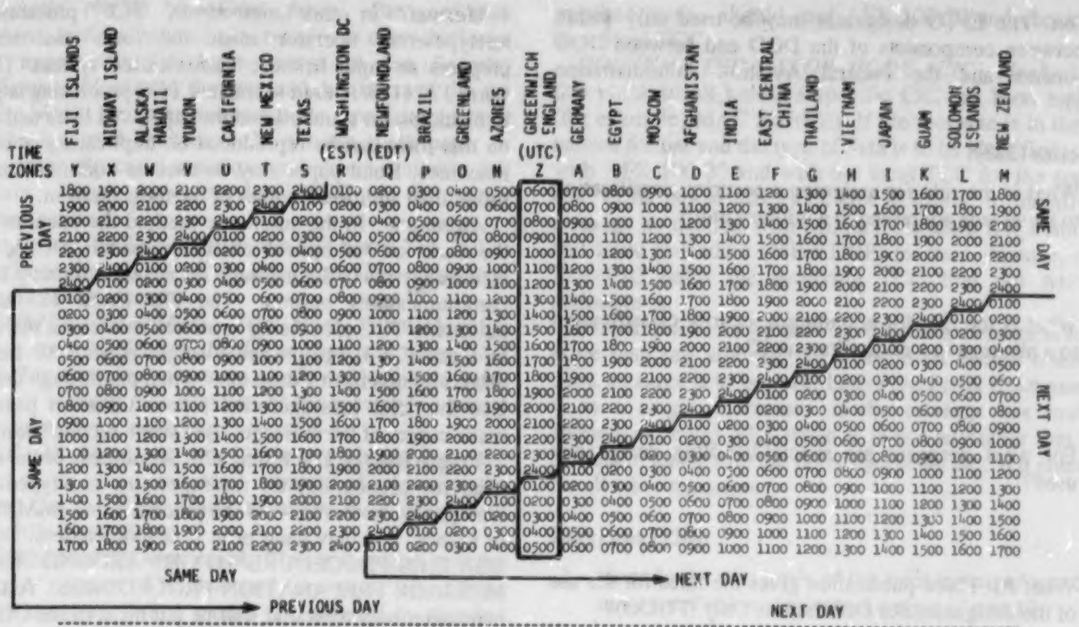
Security Classification Considerations. The security of messages is important to everyone who must deal with them. Here we discuss rules for assigning security classifications to messages.

Military messages. The drafter must assign the lowest security classification appropriate to the degree of protection required by the content of the message according to DOD 5200.1-R/AFR 205-1.

Nonmilitary messages. Do not include classified information in messages to nonmilitary addressees unless they have been authorized access to it. If in doubt consult your TCC. Classified messages cannot be sent over commercial networks.

Special-Handling Designations. In addition to the security classification, other designations can be used to *flag* a message for special handling or control. We give some of the authorized designators and special-handling procedures here. AFR 100-20 gives others.

For Official Use Only (FOUO). Use this designator with unclassified messages only. AFR 12-30, *Air Force Freedom of Information Act Program*, gives the rules for the use of this designator. FOUO messages addressed outside CONUS must be sent encrypt for transmission only (EFTO). TCCs do not send FOUO marked messages to addressees served by international or foreign commercial systems. Those messages must be sent by other means.



TIME ZONES	Y FIJI ISLANDS	X MIDWAY ISLAND	W ALASKA HAWAII	V YUKON	U CALIFORNIA	T NEW MEXICO	S TEXAS	R (EST) WASHINGTON DC	Q (EDT) NEWFOUNDLAND	P BRAZIL	O GREENLAND	N AZORES	Z (UTC) GREENWICH ENGLAND	A GERMANY	B EGYPT	C MOSCOW	D AFGHANISTAN	E INDIA	F EAST CENTRAL CHINA	G THAILAND	H VIETNAM	I JAPAN	K GUAM	L SOLOMON ISLANDS	M NEW ZEALAND
	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800
	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900
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	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700

(EST -- Eastern Standard Time) (UTC -- Universal Time Coordinated) (EDT -- Eastern Dayight Time)

To determine the DTG without having to constantly refer to this chart, find the total hours difference between your local time and "Z" time and add or subtract as follows:

First find your time zone, (ask your TCC if you are not sure of your zone), then count the number of time zones between your zone and the "Z" zone (include the "Z" zone in your count, but not your own zone). Finally, if your zone is to the left of "Z" zone on above chart, add the total number of zones to your local time; if your zone is to the right, subtract the number of zones from your local time. The result is "Z" time.

Example: Washington (R Zone) is five zones to the left of "Z" zone. Therefore, the DTG entry on a message originated in Washington D.C. would be local time plus five hours. Likewise, the DTG entry for a message originated in India would be local time minus five hours. (If Dayight saving time is in effect, add one less hour if you are to the left of "Z" time or subtract one more hour if you are to the the right.)

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Figure 2–1. Comparative time chart.

Special category (SPECAT). A SPECAT-designated message is a classified message identified with a special project or subject. The SPECAT designator identifies the message as requiring special handling beyond that given to it because of its security classification. Only personnel in the telecommunications, administration, and user channels who have been cleared and authorized access may handle and view SPECAT messages. These messages must be processed between the releasing or distribution office and the TCC or between the TCC and the addressees, unless local conditions call for intermediate handling. The intermediate personnel must be cleared and authorized to handle the SPECAT material. Activities that need to send or receive SPECAT messages give their serving TCC a special access list of personnel who may sign for SPECAT messages.

Limited Distribution (LIMDIS). Use the LIMDIS designator on classified messages identified with specific limited distribution and special access in administrative support and user channels. Activities that need to send or receive LIMDIS messages should give their serving TCC a special access list of personnel who may sign for them. In the absence of such a list, the TCC determines the action agency on the basis of message content and sends the messages to the agency's distribution office. The distribution office will make internal distribution.

Inspector Distribution (INSPECDIS). The Inspector General activities use this designator within and between Air Force activities only. Place INSPECDIS right after the security classification or other appropriate control designator. It flags the message for distribution only to the office addressed and for viewing only by Inspector General personnel. Limit the handling of these messages to the minimum number of personnel needed to get the message from the writer to reader. INSPECDIS may be used with both classified and unclassified messages.

Encrypt for Transmission Only (EFTO). Use this designator on messages to protect unclassified information that does not qualify for a security classification but that should have some protection in the telecommunications channels. Administratively, these messages do not need special handling at their point of origin or at the addressee's location. The EFTO designator may be used only within and between components of the DOD and between DOD components and the Federal Aviation Administration (FAA).

Exercises (223):

1. What is the rule for assigning a security classification to a message addressed to a military unit?

2. What is the rule for assigning a security classification to a message to a nonmilitary unit?

3. For what purposes are special-handling designators used?

4. What Air Force publication gives the rules for the use of the designator For Official Use Only (FOUO)?

5. What are the five special-handling designators?

6. What is a Special Category (SPECAT) message?

7. How is the Limited Distribution (LIMDIS) designator used?

8. Between and/or within what activities can Inspector Distribution (INSPECDIS) be used?

2-2. Preparing Narrative Messages

There are many things you must know to properly prepare an Air Force message. In this section, we will tell you how to prepare the DD Form 173, Joint Messageform, which is used to standardize the format of narrative messages.

224. State how to prepare, process, and correct messageforms.

Processing Messageforms. A TCC uses one of two methods to process joint messageforms—manual or automatic. Each has its own DD Form 173. These forms use the same format, but are printed differently.

Manual. In this method of TCC processing, a teletypewriter operator reads the form and manually prepares an input to the communication system. The DD Form 173 (173/1) used in manual TCC processing is printed in black ink on standard-weight paper. All lines and entries on this form can be reproduced on duplicating or copying machines. Bond paper may be used as continuation pages rather than additional copies of the messageform.

Automatic. In the automatic method the operator places the form on an optical character reader (OCR), which electrically reads the message information directly into the communications system. The DD Form 173 used in automatic TCC processing is printed in dropout red (173/2) or blue (173/3) ink on heavyweight paper. All lines and entries on this form "drop out" when put through the OCR. Use the joint messageforms for continuation pages. To make copies of the message, use carbon second sheets.

Preparing the DD Form 173. Regardless of the method used for processing, all messageforms are typed. In an emergency, however, or if the precedence is IMMEDIATE or higher, you may hand print it in block letters. DO NOT USE THIS PROCEDURE TO GET AROUND NORMAL MESSAGE PREPARATION PROCEDURES. You cannot hand print messages that will be put through the OCR. The rules and procedures that follow apply to all messages—typed or handprinted—unless otherwise indicated.

a. Use only uppercase type for alpha characters.

b. Double space all lines.

c. Do not underline any part of the message.

d. Type 20 lines of addresses or text (not including the blocks at the top and bottom of the form) on each page of the message, except for the last page which may have fewer than 20 lines. Do not use more than 69 characters, including spaces, on a line. Addresses may have no more than 55 characters per line, including spaces. If address and office symbol are longer than 55 characters and spaces, place the rest on the next line. Indent second and successive lines of an address five spaces from the first character of the address. These lines may not begin with a slant (/).

e. Use only these punctuations in the address element: slant (/), double slant (//), hyphen (Rhein-main), and apostrophe (O'Hara).

f. Use two digits for all page numbers.

g. Begin all lines of text flush with the left margin. Do not indent paragraphs and subparagraphs in the text of the message.

Refer to the typist's guide in AFR 10-1 for more specific instructions on typing OCR messageforms.

Correcting Messageforms. You should always contact your local TCC for specific instructions on correcting a messageform. As a rule, however, messageforms are corrected as described below.

Manually processed forms. To correct a minor error on a black ink form (misspelled word, incorrect FAS, etc.), draw a line through the error, print the correct version in block letters directly above it, and initial the correction in either margin of the form, directly opposite the line in which you make the correction. Or, you may use correcting tape or fluid. You must initial this type of correction also.

Automatic (OCR) processed forms. Pen and ink corrections, initials, annotations, stamps, or other markings cannot appear on the form except in the Security Classification blocks at the top and bottom and in the signature block. You may use correction tape to completely cover the incorrect character. *Do not* use chalk paper or liquid opaque. Special correction symbols are available, but they vary. Check with your local TCC for the proper correction symbols.

Completing the Top Portion of a DD Form 173. Fill in the blocks on the top part of the DD Form 173 as discussed in the next few paragraphs.

SECURITY CLASSIFICATION block. For unclassifed messages, type UNCLASSIFIED, as shown in figures 2-2 and 2-3. For classified messages, stamp or block letter print the overall security classification of the message in letters larger than the type, as shown in figure 2-4.

PAGE OF block. In this block you should type the number of the page and total number of pages in the message. Use two-digit Arabic numbers. Examples: 01 of 03; 02 of 03; 03 of 03; etc.

DTG/RELEASER time block. This is the time that the message is released. The date and time must be suffixed with the letter "Z." The month is expressed by the first three characters of the month. The year is the last two digits of the current year. This block is completed only on the first page of the form.

PRECEDENCE block. This block is divided into action (ACT) and information (INFO) blocks. Type the letter for the appropriate precedence for the action addresses twice in the ACT block. Type the letter of the appropriate precedence for the information addresses twice in the INFO block. The precedence letters are:

R for ROUTINE
P for PRIORITY
O for IMMEDIATE
Z for FLASH
Y for EMERGENCY COMMAND

CLASS block. Enter the letter that represents the security classification four times. The letters are:

U for UNCLASSIFIED
E for EFTO
C for CONFIDENTIAL
S for SECRET
T for TOP SECRET

If the message has at least one non-US addressee, leave the block blank. The blank tells the TCC that the message needs special handling. Also, remember that EFTO is not a security classification and is used only on unclassified messages.

If the message is SPECAT, put the letter for the security classification four times in the CLASS block. Also, identify the message by SPECAT type, as shown in figure 2-4.

LANGUAGE AND MEDIA FORMAT (LMF) block. Leave this block blank for narrative messages that are to be sent and received in the same message format. Originators who want to have the message changed from one format to another—for example, from a DD FORM 173-1 format to punched cards—should read AFR 100-20 and check with their local TCC.

CONTENT INDICATOR CODE (CIC) block. Leave this block blank unless a specific CIC has been assigned (for example, MAC SABRE). If the message is in the data pattern format and the type of data is to be identified, check with AFR 100-20 and with the local TCC for the specific CIC to be put in this block (for example, to identify the message as dealing with Military Standard Requisitioning and Issue Procedure (MILSTRIP) medical, finance, etc.). The CIC helps the receiving TCC find out who the addressee is.

BOOK block. As we have said, when a message is sent to more than one address, the writer must decide whether a book message is to be used. Leave this blank if the message is to a single addressee. If the message has multiple addressees, enter YES when it is not advisable that each addressee know who the other recipients are, and enter NO for all other messages.

Exercises (224):

1. How do the two types of the joint messageform differ in terms of color of print and weight of paper?

2. What is the most characters, including spaces, that may be typed on a line of the message text?

3. How is a minor error corrected on black ink forms of the DD Form 173?

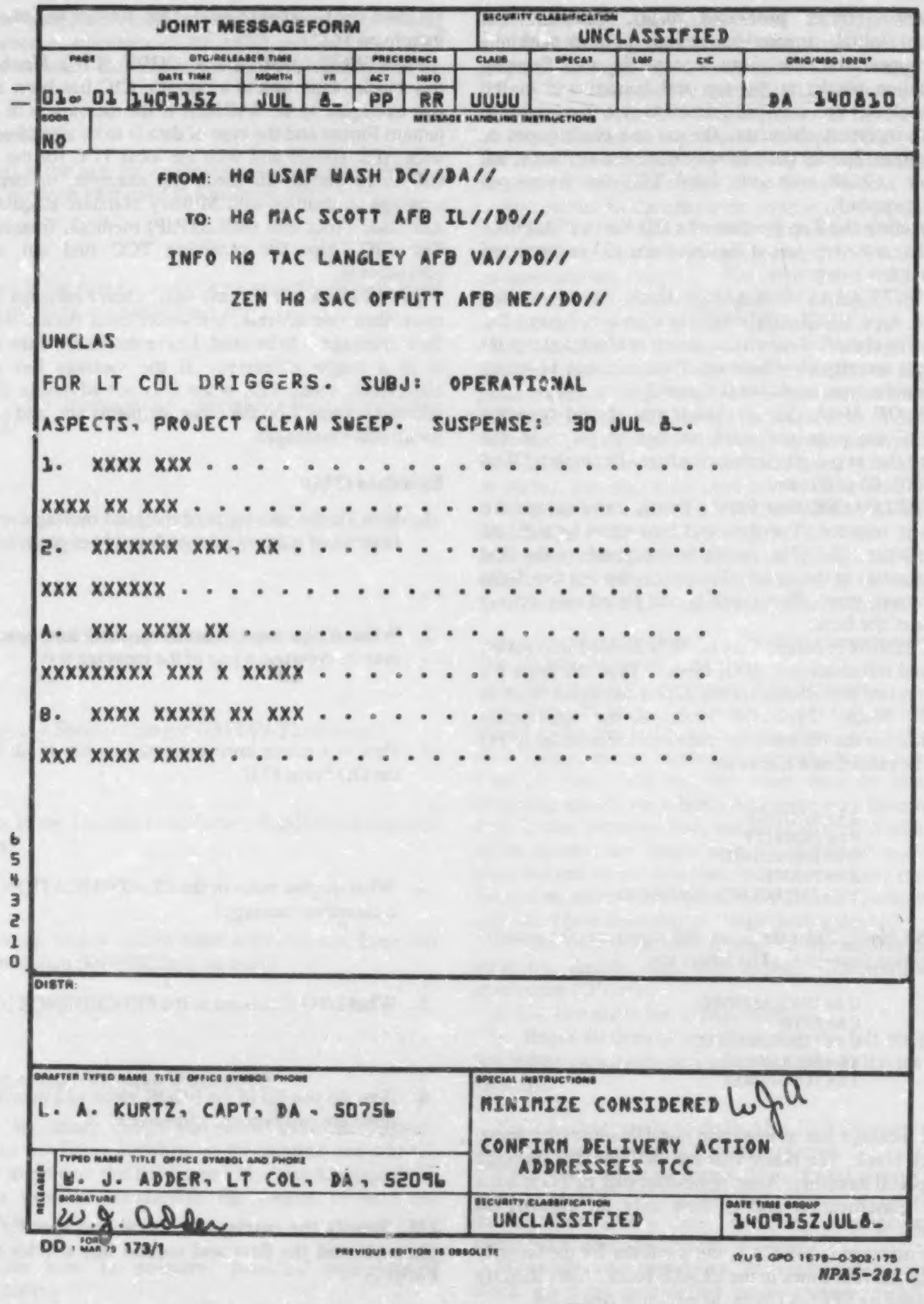
4. What do you enter in the CLASSIFICATION block in a classified message?

5. What DTG is entered in the PRECEDENCE block?

6. How do you fill in the BOOK block of a message when there are two or more addressees?

225. Specify the entries of general and specific address elements and the first and second line entries on a DD Form 173.

Addressing Messages. Addresses are the most important element of the message. Incorrect, incomplete addressing causes loss or excessive delays in communications and distribution channels. Proper addressing according to AFRs 10-4, 10-6, and 100-20 is essential. If you are in



JOINT MESSAGEFORM

SECURITY CLASSIFICATION: UNCLASSIFIED

PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01	140915Z	JUL	8_	PP	RR	UUUU				DA 140810

BOOK: NO

MESSAGE HANDLING INSTRUCTIONS

FROM: HQ USAF WASH DC//DA//

TO: HQ MAC SCOTT AFB IL//DO//

INFO HQ TAC LANGLEY AFB VA//DO//

ZEN HQ SAC OFFUTT AFB NE//DO//

UNCLAS

FOR LT COL DRIGGERS. SUBJ: OPERATIONAL

ASPECTS, PROJECT CLEAN SWEEP. SUSPENSE: 30 JUL 8_.

1. XXXX XXX . . . .

XXXX XX XXX . . . .

2. XXXXXXX XXX, XX . . . .

XXX XXXXXX . . . .

A. XXX XXXX XX . . . .

XXXXXXXXX XXX X XXXXX . . . .

B. XXXX XXXXX XX XXX . . . .

XXX XXXX XXXXX . . . .

DISTR:

DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE

L. A. KURTZ, CAPT, DA - 50756

SPECIAL INSTRUCTIONS

MINIMIZE CONSIDERED wja

CONFIRM DELIVERY ACTION
ADDRESSEES TCC

RELEASER

TYPED NAME TITLE OFFICE SYMBOL AND PHONE

W. J. ADDER, LT COL, DA, 52096

SIGNATURE

W. J. Adder

SECURITY CLASSIFICATION: UNCLASSIFIED

DATE TIME GROUP: 140915ZJUL8_

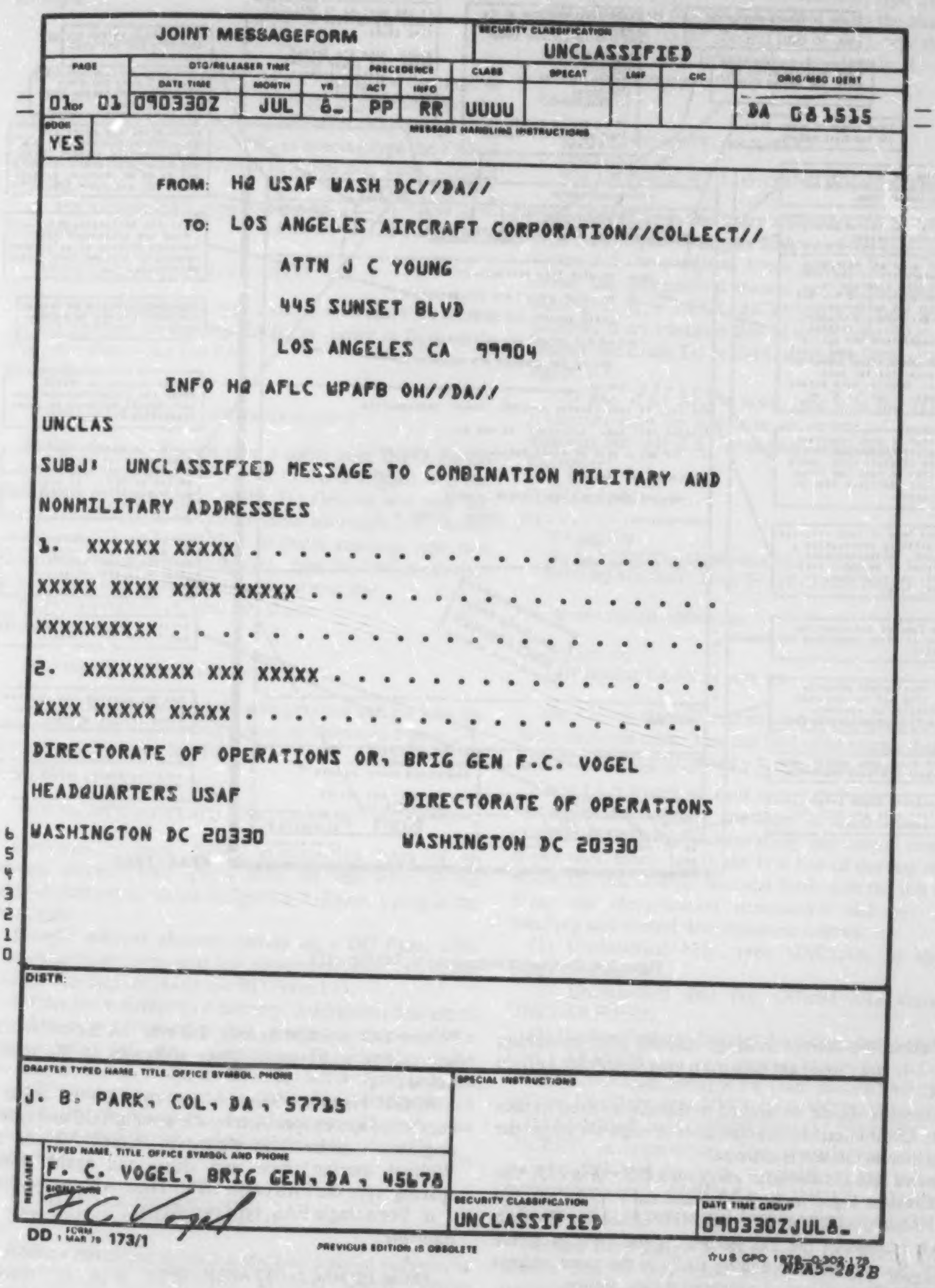
DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

☆U.S. GPO 1979—0-302-175

NPA5-281C

Figure 2–2. Sample Unclassified message.



JOINT MESSAGEFORM

SECURITY CLASSIFICATION
UNCLASSIFIED

PAGE	DTG/RELEASER TIME DATE TIME	MONTH	YR	PRECEDENCE ACT	INFO	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
01 of 01	090330Z	JUL	8_	PP	RR	UUUU				DA 083515

BOOK
YES

MESSAGE HANDLING INSTRUCTIONS

FROM: HQ USAF WASH DC//DA//

TO: LOS ANGELES AIRCRAFT CORPORATION//COLLECT//
ATTN J C YOUNG
445 SUNSET BLVD
LOS ANGELES CA 99904

INFO HQ AFLC WPAFB OH//DA//

UNCLAS

SUBJ: UNCLASSIFIED MESSAGE TO COMBINATION MILITARY AND NONMILITARY ADDRESSEES

1. XXXXXX XXXXX . . . .
XXXXX XXXX XXXX XXXXX . . . .
XXXXXXXXXX . . . .
2. XXXXXXXXX XXX XXXXX . . . .
XXXX XXXXX XXXXX . . . .

DIRECTORATE OF OPERATIONS OR, BRIG GEN F.C. VOGEL

HEADQUARTERS USAF
WASHINGTON DC 20330

DIRECTORATE OF OPERATIONS
WASHINGTON DC 20330

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE
J. B. PARK, COL, DA, 57715

SPECIAL INSTRUCTIONS

RELEASER
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE
F. C. VOGEL, BRIG GEN, DA, 45678

SIGNATURE
FC Vogel

SECURITY CLASSIFICATION
UNCLASSIFIED

DATE TIME GROUP
090330ZJUL8_

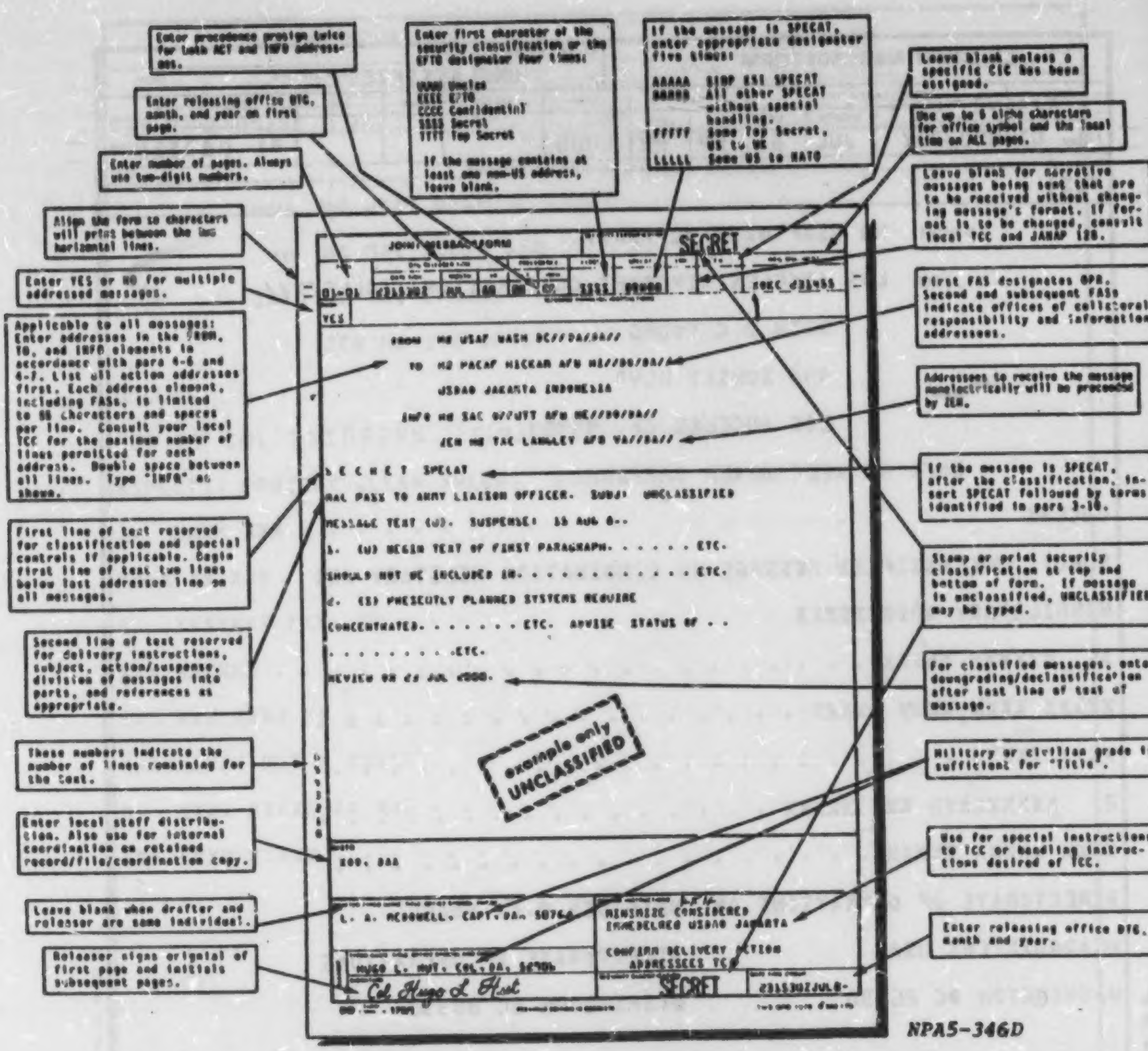
DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

☆U.S. GPO 1978—0-302-179
APA5-282B

Figure 2–3. Sample combined military and nonmilitary message.

pages tightly bound



Enter precedence prosign twice for both ACT and INFO addressees.

Enter releasing office DTG, month, and year on first page.

Enter number of pages. Always use two-digit numbers.

Align the form so characters will print between the two horizontal lines.

Enter YES or NO for multiple addressed messages.

Applicable to all messages: Enter addresses in the FROM, TO, and INFO elements in accordance with para 4-6 and 4-7. List all action addresses first. Each address element, including FASs, is limited to 55 characters and spaces per line. Consult your local TCC for the maximum number of lines permitted for each address. Double space between all lines. Type "INFO" as shown.

First line of text reserved for classification and special controls if applicable. Begin first line of text two lines below last addressee line on all messages.

Second line of text reserved for delivery instructions, subject, action/suspense, division of messages into parts, and references as appropriate.

These numbers indicate the number of lines remaining for the text.

Enter local staff distribution. Also use for internal coordination on retained record/file/coordination copy.

Leave blank when drafter and releaser are same individual.

Releaser signs original of first page and initials subsequent pages.

Enter first character of the security classification or the EFTO designator four times:

UUUU Unclas
EEEE E/TO
CCCC Confidential
SSSS Secret
TTTT Top Secret

If the message contains at least one non-US address, leave blank.

If the message is SPECAT, enter appropriate designator five times:

AAAAA SIOP ESI SPECAT
BBBBB All other SPECAT without special handling.
FFFFF Some Top Secret, US to UK
LLLLL Some US to NATO

Leave blank unless a specific CIC has been assigned.

Use up to 5 alpha characters for office symbol and the local time on ALL pages.

Leave blank for narrative messages being sent that are to be received without changing message's format. If format is to be changed, consult local TCC and JANAP 128.

First FAS designates OPR. Second and subsequent FASs indicate offices of collateral responsibility and information addressees.

Addressees to receive the message nonelectrically will be processed by XEM.

If the message is SPECAT, after the classification, insert SPECAT followed by terms identified in para 3-10.

Stamp or print security classification at top and bottom of form. If message is unclassified, UNCLASSIFIED may be typed.

For classified messages, enter downgrading/declassification after last line of text of message.

Military or civilian grade is sufficient for "Title".

Use for special instructions to TCC or handling instructions desired of TCC.

Enter releasing office DTG, month and year.

JOINT MESSAGEFORM

SECRET

01-01 | 231530Z | AUG | 8- | RR | RR | SSSS | BBBBB | XOXC 231455

YES

FROM HQ USAF WASH DC//DA/DA//

TO HQ PACAF HICKAM AFB HI//DO/DA//

USDAO JAKARTA INDONESIA

INFO HQ SAC OFFUTT AFB NE//DO/DA//

XEM HQ TAC LANGLEY AFB VA//DA//

SECRET SPECAT

NAL PASS TO ARMY LIAISON OFFICER. SUBJ: UNCLASSIFIED

MESSAGE TEXT (U). SUSPENSE: 15 AUG 8-.

1. (U) BEGIN TEXT OF FIRST PARAGRAPH. . . . . . ETC.

SHOULD NOT BE INCLUDED IN. . . . . ETC.

2. (S) PRESENTLY PLANNED SYSTEMS REQUIRE

CONCENTRATED. . . . . . . ETC. ADVISE STATUS OF . .

. . . . .ETC.

REVIEW ON 25 JUL 2000.

example only
UNCLASSIFIED

XOO, DAA

L. A. MCDOWELL, CAPT, DA, 50764

HUGO L. HURT, COL, DA, 50706

Col Hugo L. Hurt

MINIMIZE CONSIDERED
IMMEDIATE USDAO JAKARTA

CONFIRM DELIVERY ACTION
ADDRESSEES TCC

SECRET

231530Z JUL 8-

NPA5-346D

Figure 2–4. Completion instructions for DD Form 173.

doubt about the correct message address after consulting AFR 10-4, you should get help from your distribution office or TCC.

Addressees should be limited to those who need to take action. Limit information addressees to those for whom the information in the text is essential.

General address elements entry on a DD Form 173. Use the address as listed in AFR 10-4 and the FAS as listed in AFR 10-6 in the FROM, TO, and INFO elements. The FAS of each address in the TO element is the OPR or action agency. Second and succeeding FASs in the same address are used to show offices of collateral responsibility.

Example:

TO: HQ TAC LANGLEY AFB VA//DO/LG/DA//

(Where DO is action agency; LG and DA are collateral o information addressees). Enter addresses on the form a follows:

FROM element. Space to the right of the colon th number of spaces specified by the serving TCC and type th originator's address, as shown in figures 2-2 and 2- Without spacing, type two slants and again, witho spacing, type the FAS of the OPR. Then, without spacing:

a. For a single FAS, type two slants.

Example:

FROM: HQ MAC SCOTT AFB IL//DO//

b. For multiple FASs, type a single slant and FAS for t second and any succeeding FASs, as shown in figure 2-

Type two slants after last FAS.
Example:

FROM: HQ MAC SCOTT AFB IL//DO/LG//

TO element. Space to the right of the colon the number of spaces specified by the serving TCC, and type the complete address of the action addressee. Without spacing, type two slants and, again, without spacing type the FAS of the action addressee, as shown in figure 2-2. Then, without spacing:

a. For a single FAS, type two slants.
Example:

TO: HQ TAC LANGLEY AFB VA//DO//

b. For multiple FASs, type a single slant and FAS for the second and any succeeding FASs, as shown in figure 2-4. Type two slants after last FAS.
Example:

TO: HQ TAC LANGLEY AFB VA//DO/LG/DA//

INFO element. Do not type a colon after INFO. Space once to the right of the last letter in INFO aligned with the first letter of the address of the TO element and type the complete address of the information addressees, as shown in figures 2-2, 2-3, and 2-4. Without spacing, type two slants and, again, without spacing, type the FAS of the first information addressee. Then, without spacing:

a. For a single FAS, type two slants.
Example:

INFO HQ AFCC SCOTT AFB IL//DO//

b. For multiple FASs, type a single slant and FAS for the second and any succeeding FASs, as shown in figure 2-4. Type two slants after last FAS.
Example:

INFO HQ AFCC SCOTT AFB IL//DO/XP/LG/DA//

Continuation lines. Indent continuation lines of an address element four spaces from the first letter of the address element as shown in figure 2-3. Begin typing in the fifth space.

Specific address element entries on a DD Form 173. The instructions in the next few paragraphs apply to specific address element entries on the DD Form 173.

Entries for nonelectrical delivery. Addressees that are to be taken care of by other than electrical means are the responsibility of the originator. To identify these addressees, indent 14 spaces from the left margin, type the word ZEN, and then the address(s) as shown in figures 2-2 and 2-4. This indicates that the addressee will receive the message by other than electrical means.
Example:

TO: HQ AFCC SCOTT AFB IL//DO//
INFO ZEN DCA WASH DC//CODE 515//

Address envelopes to each addressee's postal address, as shown in AFR 10-4, just as you would regular correspondence.

Aircraft in flight. In the TO element, type the command post address of the MAJCOM that owns the aircraft. In the FOR element (in the second line of text), type the aircraft's identification and information to identify the persons to whom the message is being sent.
Example:

TO: MAC OC SCOTT AFB IL//DOC//
UNCLAS
FOR AIR FORCE JET 12345, COL RAYMOND J KEITH

Messages for nonmilitary addresses. In the TO element, type the complete business address of the firm, as shown in figure 2-3, or complete home address of the individual. When the government should not be charged for these messages, type //COLLECT// on the first line of the address. If an attention line is to be used, begin it on the second line of the TO or INFO address element, as shown in figure 2-3.

AIG use. If an AIG is used, type it in the TO element. Addresses may be added to or exempted from an AIG message, but only if it is absolutely necessary.
Examples:

To add an addressee:

TO: AIG 479
HQ SAC OFFUTT AFB NE//DO/DA//
INFO HQ ADCOM PETERSON AFB CO//DO/DA//

Or, to exempt an addressee:

TO: AIG 479
XMT HQ TAC LANGLEY AFB VA

The address element entries we have covered here are the more common ones. You can find other entries that are less used in AFR 100-20, if and when you need them.

First Line Entry of Text on a DD Form 173. Reserve the first line of the message text for the security classification and special-handling and control designators if you need them. Begin the first line of the text two lines below the last address line and flush with the left margin. Enter the classification designation and any special-handling and control designators as follows:

(1) Unclassified only, type UNCLAS, as shown in figures 2-2 and 2-3.

(2) Unclassified and For Official Use Only, type UNCLAS FOUO.

(3) Unclassified and Encrypt for Transmission Only, type UNCLAS EFTO.

(4) Unclassified, Encrypt for Transmission Only, and For Official Use Only, type UNCLAS EFTO FOUO.

(5) Classified, type CONFIDENTIAL, SECRET, or TOP SECRET, as appropriate. The classification designation may be followed by such special-handling and control designators as SPECAT, LIMDIS, INSPECDIS, EXERCISE (name or number) as appropriate (fig 2-4).

Second Line Entry of Text on a DD Form 173. The second line of text may include delivery instructions, message subject, action suspense, message division into parts, and references. Enter elements of this line as follows.

Delivery instructions. Delivery instructions tell the addressee to whom the message is to be delivered. Do not use them in place of the standard FAS. Make them brief, but clear. Use FOR, followed by the name or position title. Begin on the second line of text.
Example:

UNCLAS
FOR MAJOR CARL J JONES

Example:

UNCLAS
FOR DIRECTOR OF PERSONNEL

Subject. If you do not use delivery instructions, begin the subject on the second line of the text, as shown in figure 2-3. If you *do* use delivery instructions, enter the subject after the FOR (name or position). Do not use a subject if the subject is obvious from the first line of the main body of the text or if it would cause an unclassified message to be classified. If the message is classified, identify the classification of the title by typing the appropriate classification letter (U), (C), (S), or (TS) after the last word of the subject (fig. 2-4).
Example:

UNCLAS
FOR DIRECTOR OF PERSONNEL. SUBJ: OPERATIONAL ASPECTS, PROJECT CLEAN SWEEP.

Example:

CONFIDENTIAL
SUBJ: OPERATION CLEAN SWEEP (U).

In the second example, although the overall classification of the message is Confidential, the subject of the message is unclassified as indicated by the (U).

Action suspense. If you use a suspense date, type it after the subject (figs. 2-2 and 2-4). If there are no delivery instructions or subject, type the suspense date at the beginning of the second line of text.

Message division. You may divide a message into parts when portions of the message do not apply to all addressees.
Example:

UNCLAS
FOR (if needed), SUBJ: (if needed), SUSPENSE: (if needed).
THIS MESSAGE IN THREE PARTS
PART ONE FOR TAC,...
PART TWO FOR SAC,...
PART THREE FOR ALL.

References. When messages are referenced, type their identification on the second or subsequent lines of the text. Include the subject of the reference if it is different from the subject of the message being prepared.
Example:

UNCLAS
REF: HQ USAF/DA 241220Z AUG 8_ SUBJ: AFR 100-20.

In reply to a message, type YOUR and then the FAS, DTG, and the subject of the message being cited.
Example:

UNCLAS
REF: YOUR XOKC 012030Z MAY 8_ SUBJ: AFR 100-20.

When referencing a message from your office, type OUR and then the FAS, DTG, and subject of the message being cited.

Example:

UNCLAS
REF: OUR XOKC 102030Z MAY 8_ SUBJ: AFR 100-20.

If you refer to several messages, letters, or other documents, type each reference on a separate line. Identify the references as A., B., etc.
Example:

UNCLAS
SUBJ: CLEAN SWEEP
REFS: A. Our XOKC 071830Z NOV 8_.
B. JCS LTR, 8 NOV: SUBJ: JSOP

For classified references, include the overall classification of the referenced message or letter and the specific classification of its subject.
Example:

UNCLAS
REF OUR SOKC 141510Z MAY 8_(S), SUBJ: AFR 100-20 (U).

When referencing messages or correspondence not sent to an addressee of the message being prepared, type NOT TO (the addressees not addressed).
Example:

UNCLAS
REF: HQ USAF XOK 011030Z NOV 8_ (NOT TO CINCAD, TAC).

If the message containing references is addressed to other services or nations, or to specified, joint, or allied commands, include the originator's reference or cite number, if any, in addition to the normal identification elements.

Exercises (225):

1. What is the most important element of a message? Why?

2. In what Air Force publication are the FASs used in the Air Force listed?

3. Where does the FROM element begin on the joint messageform?

4. How do you type the addressee in the INFO element of a joint messageform?

5. How are addressees that will receive a message by other than electrical means identified on the DD Form 173?

6. What information is typed in the TO element of a joint messageform for a message to an aircraft in flight?

7. When the Government should not be charged for nonmilitary messages, what is typed in the first line of the text?

8. Where do you begin the first line of the text?

9. What information do the delivery instructions contain?

10. When would the subject of a message not be used?

11. Where is a suspense date typed?

226. State how to prepare the main body of a message and how to complete the bottom portion of the DD Form 173.

Main Body of Text. In writing the main body of the text, your basic guide is *brevity*. The length of a message directly affects the handling time in the telecommunications channels. Make sure that every sentence is clear. Use the paragraph format, punctuation, abbreviations, and digits in the body of the text that are used in normal military correspondence. Type the body of the text in uppercase letters only.

Paragraphs. If there is more than one paragraph, type the paragraph number flush against the left margin. Type a period after the number.

a. Unclassified, space twice to the right of the period and begin typing the first word of the paragraph.

b. Classified, space twice to the right of the period and type the security designation in parentheses, as shown in figure 2-4. Space once to the right of the closed parentheses and begin typing the first word of the paragraph.

Subparagraphs. For subparagraphs, type sequential letters of the alphabet (A., B., C., etc.) flush against the left margin. Type a period after the letter, space twice to the right, and type the subparagraph. Identify the classification of each subparagraph in the same manner as for paragraphs.

Abbreviations. In messages to military addressees, use the abbreviations authorized by AFR 11-2. You may use abbreviations other than those shown in AFR 11-2 in the text of messages after you have first spelled out and identified them, for example, "functional address symbol (FAS)." Do not use abbreviations in messages to nonmilitary addressees.

Punctuation. Use the symbols and punctuations listed below in messages intended for military addresses.

Punctuation	*Abbreviation*	*Symbol*
Ampersand		&
Apostrophe		'
Colon	CLN	:
Comma	CMM	,
Dollars	DLRS	$
Hyphen or Dash		-
Parentheses (left margin)	PAREN	(
or Brackets (right margin)	UNPAREN	)
Period or Decimal Point	PD	.
Question Mark	QUES	?
Quotation Mark	QUOTE-UNQUOTE	"
Virgule or Slant Stroke		/
Semicolon		;

Do not type the symbols for the colon, dollar sign, open and closed parentheses, semicolon, exclamation point, or question mark anywhere within a message addressed to a nonmilitary addressee. Use the abbreviation or the word for such symbols.

Numbers. Normally, you use digits for numbers in the text of messages. Use digits to express numbered activities, identification, for example, 432 TAC RECON WG. If it is necessary to write numbers as words, use a word for each number. For example, use ONE TWO THREE POINT FOUR to express 123.4. When expressing whole number magnitudes, you may use the words, HUNDRED, THOUSAND, and MILLION for the zeros. For example, 6,000 may be expressed as SIX THOUSAND.

Fractions. Type fractions as Arabic numbers. (For example, 7/8 or 21 7/8.) Type dollars and cents in the same way. (For example, $21.32.) Use words when necessary to avoid confusion.

Type a date in the text by using one or two digits to indicate the day, then the first three letters of the month, and then the last two digits of the year. For example: 4 FEB 8_.

Acknowledgement requests. If you want an acknowledgement, use ACKNOWLEDGE, ACKNOWLEDGE IMMEDIATELY, ACKNOWLEDGE BY *(appropriate precedence)* MESSAGE, ACKNOWLEDGE BY AF FORM 74, or ALL ADDRESSEES ACKNOWLEDGE, as appropriate, in the text of the message.

Downgrading instructions. Type downgrading instructions for classified messages after the last line of the text, as shown in figure 2-4. Downgrading instructions are determined by the classifying authority according to DOD 5200.1-R/AFR 205-1.

Completing the Bottom Portion of a DD Form 173. Fill in the blocks at the bottom of DD Form 173 as indicated in the following paragraphs.

DISTR block. In the block titled DISTR type the FASs of the local staff to whom distribution is to be made. Local distribution of the message is a responsibility of the originator.

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE block. Type the name, title (military or civilian grade is sufficient for title), and telephone number of the message drafter in this block. If the drafter and releaser are the same, complete only the RELEASER block.

SPECIAL INSTRUCTIONS block. Type any special instructions or handling instructions desired of the TCC in this block. If MINIMIZE is in effect, the releaser needs to make sure that the message is mission essential. In such messages, enter the words MINIMIZE CONSIDERED and the releaser's initials. MINIMIZE is discussed later in this chapter. If IMMEDIATE precedence messages to addressees served by diplomatic telecommunications facilities require immediate delivery, enter IMMDELREQ, for single-address message. For a multiple-address message, enter IMMDELREQ-ALL ACTION ADDRESSEES.

When confirmation of delivery is requested, enter CONFIRM DELIVERY ACTION ADDRESSEES, CONFIRM DELIVERY ALL ADDRESSEES, or other such words.

RELEASER block. Enter the name, title (military or civilian grade is sufficient for title), FAS, and telephone number of the releaser. Releasers must sign in the SIGNATURE block. *Facsimile signatures, stamp signatures, and preprinted form signatures are not acceptable.*

SECURITY CLASSIFICATION block. Enter the same security classification that was entered in the SECURITY CLASSIFICATION block at the top of the form. Remember, you must stamp or print the security classification at the top and bottom in letters larger than the type used in the message. If the message is unclassified, you may type the word UNCLASSIFIED.

Exercises (226):

1. What is the basic guide to use in writing the main body text of a message?

2. What is typed, and how, at the beginning of a paragraph when the message is classified and the message has more than one paragraph?

3. How are subparagraphs identified?

4. What Air Force publication has the authorized abbreviations used in messages to military addressees?

5. Where would downgrading instructions appear in a classified message?

227. Cite procedures for preparing message continuation pages and readdressed or quoted messages and state how to request confirmation of delivery or acknowledgment.

Preparing Message Continuation Pages. Continuation pages of a message to be processed by an OCR must be typed on either DD Form 173-2, Joint Messageform (For use only by activities having optical scanning equipment)(Red)(OCR), or DD FORM 173-3, (For use only by activities having optical scanning equipment (Blue)(OCR). Continuation pages of a message to be manually (non-OCR) processed must be typed on either black ink DD FORM 173-1, Joint Messageform (Black), or bond paper. When you use the DD FORM 173-1, align it in your typewriter exactly as it is aligned for a first page.

SECURITY CLASSIFICATION and CLASS blocks. Enter the same information that was entered on the first page of the message in both the top and the bottom SECURITY CLASSIFICATION blocks and the CLASS block.

PAGE OF block. Enter 2-digit page numbers; for example, 02 of 04, 03 of 04, and so on.

Message text. Refer to figure 2-5. Type the text of continuation pages according to the rules for typing text on page 01. On a continuation page of a message processed manually (non-OCR), you may cover the words FROM and TO with a white tape that will accept type and start the first line of the text flush against the left margin of the FROM line. If you do not use white tape, type the first line of the text one line below the word TO. On OCR messages, type right over the blue or red printed FROM and TO.

ORIG/MSG IDENT block. Use the same identifier you used on the first page.

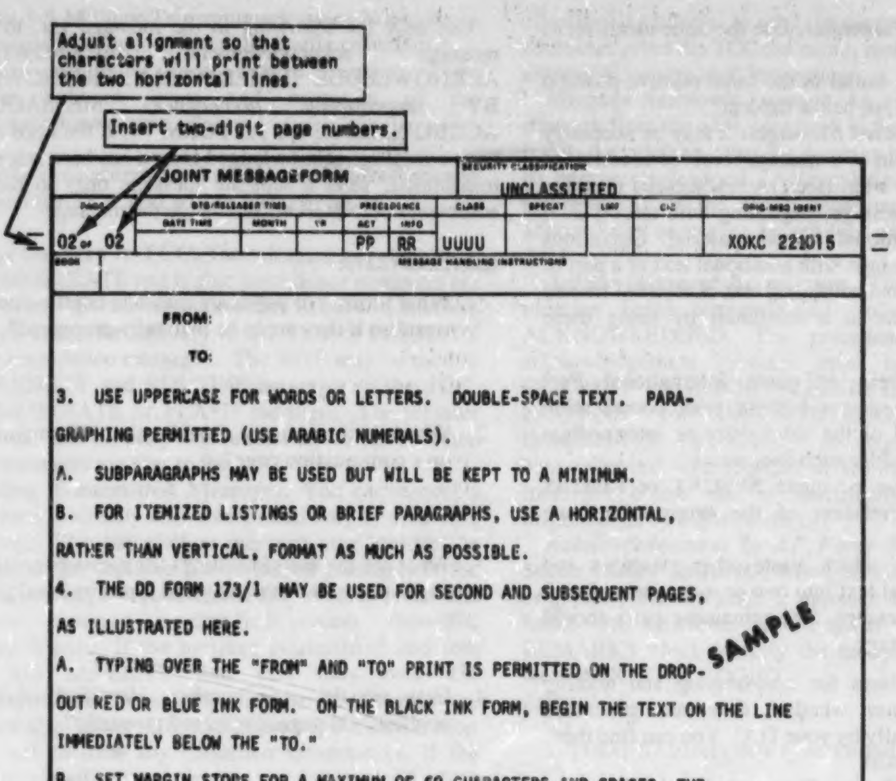
SIGNATURE block. Initial in the signature block as shown in figure 2-5, or below the text.

Using bond paper. You may prepare continuation pages of a message to be processed manually on plain bond paper. Place the entries in the same relative positions as they are put on the DD FORM 173-1.

Margins. Leave a 1-inch margin at the top of the bond paper. Use the same left and right margin settings as you used for the text on a DD Form 173-1.

Security classification. For unclassified messages, type the word UNCLASSIFIED. For classified messages, stamp or print the security classification of the message in block letters larger than the type in the same relative positions as you did for page 01 of the DD Form 173-1.

Page number. Type the 2-digit page numbers in the relative position as you did on a DD Form 173-1.



Adjust alignment so that characters will print between the two horizontal lines.

Insert two-digit page numbers.

JOINT MESSAGEFORM

SECURITY CLASSIFICATION
UNCLASSIFIED

PAGE	DTG/RELEASER TIME: DATE TIME	DTG/RELEASER TIME: MONTH	DTG/RELEASER TIME: YR	PRECEDENCE: ACT	PRECEDENCE: INFO	CLASS	SPECAT	LMF	CIC	ORIG. MSG IDENT
02 OF 02				PP	RR	UUUU				XOKC 221015

BOOK

MESSAGE HANDLING INSTRUCTIONS

FROM:

TO:

3. USE UPPERCASE FOR WORDS OR LETTERS. DOUBLE-SPACE TEXT. PARAGRAPHING PERMITTED (USE ARABIC NUMERALS).

A. SUBPARAGRAPHS MAY BE USED BUT WILL BE KEPT TO A MINIMUM.

B. FOR ITEMIZED LISTINGS OR BRIEF PARAGRAPHS, USE A HORIZONTAL, RATHER THAN VERTICAL, FORMAT AS MUCH AS POSSIBLE.

4. THE DD FORM 173/1 MAY BE USED FOR SECOND AND SUBSEQUENT PAGES, AS ILLUSTRATED HERE.

SAMPLE

A. TYPING OVER THE "FROM" AND "TO" PRINT IS PERMITTED ON THE DROP-OUT RED OR BLUE INK FORM. ON THE BLACK INK FORM, BEGIN THE TEXT ON THE LINE IMMEDIATELY BELOW THE "TO."

B. SET MARGIN STOPS FOR A MAXIMUM OF 69 CHARACTERS AND SPACES, THE SAME AS FOR THE FIRST PAGE.

C. FILL IN BLOCKS INDICATED: LEAVE OTHER BLOCKS BLANK. LOCAL OCR VARIATIONS ARE PERMITTED.

6
5
4
3
2
1
0

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE

SPECIAL INSTRUCTIONS

RELEASER

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE

SIGNATURE

SECURITY CLASSIFICATION
UNCLASSIFIED

DATE TIME GROUP
221530Z OCT8-

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

☆ U.S. GPO 1979—0-302-176

The releasing officer initials here. If there are two or more pages, he initials each page.

Use is optional. Follow local directives.

NPA5-174D

Figure 2-5. DD Form 173 as a continuation sheet.

Originator/Message identifier. Use the same identifier as you used on page 01.

SIGNATURE block. Initial in the same relative position as on a DD Form 173-1, or below the text.

Readdressed or Quoted Messages. It may be necessary to send all or a major part of a message received to activities other than the original addressees. A readdressed message consists of an entire message, beginning with the DTG. It does not contain additional textual material. Quotations consist of an entire message with additional text or a part of a message with or without additional text. Keep readdressed messages or quotations to a minimum by using these guidelines:

a. Do not readdress or quote International Pact Organization (IPO) messages without prior coordination with and the approval of the subregistry or intermediate control point established for such documents.

b. Do not readdress or quote SPECAT or LIMDIS messages without permission of the original message originator.

c. Divide messages which quote other messages and continue with additional text into two or more parts. Part 1 contains the quoted message. The remaining parts should contain the quoted message.

The specific procedures for readdressing and quoting messages depend upon whether they are processed manually or automatically by your TCC. You can find these procedures in AFR 100-20.

Confirmation of Delivery. The message originator may request the TCC to confirm when an electrically transmitted message has reached its addressees or their serving TCC. Limit such requests only to messages whose nondelivery would have a severe military, political, or loss-of-life impact. Do not request confirmations of delivery on General messages, other messages having wide distribution, or nonelectrically transmitted messages. Request confirmation of delivery as follows:

For military addressees. Enter the appropriate CONFIRM DELIVERY phrase in the SPECIAL INSTRUCTIONS block of the DD Form 173-1. Approved phrases are: CONFIRM DELIVERY ACTION ADDRESSEES, CONFIRM DELIVERY INFO ADDRESSEES, CONFIRM DELIVERY ALL ADDRESSEES, CONFIRM DELIVERY ACTION ADDRESSEES TCC, CONFIRM DELIVERY INFO ADDRESSES TCC, and CONFIRM DELIVERY ALL ADDRESSEES TCC.

For nonmilitary addressees. For private firms, or individuals, enter (CONFIRM DELIVERY) in the address element immediately after the activity designation or the name of the firm or individual. This will confirm entry into the commercial communications system.

Acknowledgment. This is a request to have the addressees acknowledge the receipt of a message. Normally requests for message acknowledgment are limited to messages whose nondelivery would have severe military, political, or loss-of-life impact. Requests for acknowledgment apply only to the action addressees of a message.

Use only the following in the message text to request message acknowledgment: ACKNOWLEDGE, ACKNOWLEDGE IMMEDIATELY, ACKNOWLEDGE BY *(appropriate precedence)* MESSAGE, or ACKNOWLEDGE BY AF FORM 74. If the need arises to have a message acknowledged after it has been released and transmitted, send a separate message only to the action addressees who must acknowledge the message.

Exercises (227):

1. What form(s) or paper are message continuation pages typed on if they are to be manually processed?

2. Where is the security classification information typed on a continuation page?

3. What are the margin settings for message continuation pages processed manually and typed on bond paper?

4. How are the page numbers identified on message continuation pages processed manually?

5. What is a readdressed message?

6. When are quoted messages divided into parts?

7. Who may request confirmation of delivery? From whom?

8. For what messages do you not request confirmation of delivery?

9. Normally, to what messages are requests for acknowledgment limited?

2-3. Message-Handling and Administrative Procedures

This section gives procedures for handling messages between the user and the TCC and within user channels. It also covers MINIMIZE, which is the control placed on users of the US Military Telecommunications Networks to reduce the volume of record and voice traffic transmitted.

First-class communications service requires close cooperation between users and operators of the telecommunications system.

228. Specify procedures for handling messages between the user and the TCC and within user channels.

Message Delivery to TCC. The releasing official makes sure that IMMEDIATE and higher precedence messages are delivered to the TCC as fast as possible. Local commanders set the time limits for delivery to the TCC of PRIORITY and lower precedence messages. The BITS may be used to deliver PRIORITY and ROUTINE messages to the TCC, but not IMMEDIATE or FLASH messages. The releaser must also see that security regulations are followed when classified messages are sent to the TCC.

Cancelling Transmitted Messages. You can cancel a message that has already been transmitted only by sending a new message. The cancellation message may include the information which replaces the cancelled message. If the transmitted message is unclassified, you may send the cancellation message unclassified unless classified information is used. If the message is classified and sent only to US addressees, and sent only over US communications networks, have the cancellation message unclassified if it refers only to the message identification and does not include any classified information. If the message is classified and is sent to International Pact Organizations (IPO), allied nations, or a mix of IPOs, allied nations, and US addressees, have the cancellation message classified at least Confidential.

Addressee Notification of Message Arrival. The TCC notifies both narrative and data pattern message addressees, their designated representatives, or their designated distribution offices by telephone when a PRIORITY or higher precedence message is received. The addressee then promptly picks up the message. The TCC makes this notification regardless of the time or the normal office hours of the addressed organization. The notification may include quoting an unclassified subject and unclassified internal passing instructions, but it does not include reading the message.

PRIORITY precedence telephone notification. Addressees may choose not to be notified by telephone of the arrival of PRIORITY precedence messages. If so they must write a letter to that effect to the TCC. The organization or activity commander or the directorate chief at intermediate headquarters or MAJCOM level signs the letter.

Special handling. The TCC notifies addressees by telephone of receipt of messages—regardless of precedence—that require special handling, such as SPECAT and LIMDIS. Addressees pick up the message and make sure it is handled as required by its security classification and special-handling designator.

Special Delivery. When operational or emergency circumstances keep the addressee from the timely pickup of a message, the addressee must tell the TCC to hold the message for pickup at a specified time or, if the security classification allows, to send the message by the BITS. The addressee gives the TCC the name, rank, and position of the individual issuing such instructions.

Message Acknowledgement. An acknowledgement is a message from the addressee back to the message originator. It tells the originator that the message has been received and its purpose understood. Acknowledging a message is the responsibility of the action addressees. Addressees may acknowledge messages by sending another message or an AF Form 74.

Acknowledgment by message. The text identifies the message being acknowledged, followed by the word ACKNOWLEDGED. The precedence assigned to an acknowledgement message must not be higher than PRIORITY for ACKNOWLEDGE IMMEDIATELY and ROUTINE for ACKNOWLEDGE. FLASH and IMMEDIATE precedence messages must not be acknowledged with FLASH or IMMEDIATE precedence messages unless this is specifically requested by the originator or by higher authority.

Acknowledgement by AF Form 74, Communications Status Notice Request. When specified by the message originator, acknowledge a message on an AF Form 74. Make out the form according to AFR 10-1. In the REMARKS block identify the message, followed by the word ACKNOWLEDGED.

Example:

HQ USAF/DA/224415 NOV 8_ ACKNOWLEDGED

AF Form 1026, Service Action Request. The TCC tries to make sure that messages are readable. Some messages may be received incomplete or with garbled parts. If the message is difficult or impossible to read, send an AF Form 1026 to the TCC to get a correct version of the message. Figure 2-6 is an example of AF Form 1026. Complete the top half as we describe in the next few paragraphs.

CITE NO. block. Enter the complete identification of the garbled message.

Example:

HQ USAF/XOKCR/311521Z MAR 8_

DATE AND TIME OF REQUEST block. Enter the date, month, year, and local time of the request.

Example:

3 JUL 8_0945

TO block. Enter the unit and FAS of your serving TCC.

FROM block. Enter your organization, FAS, and the name of the individual requesting the service action (in parentheses).

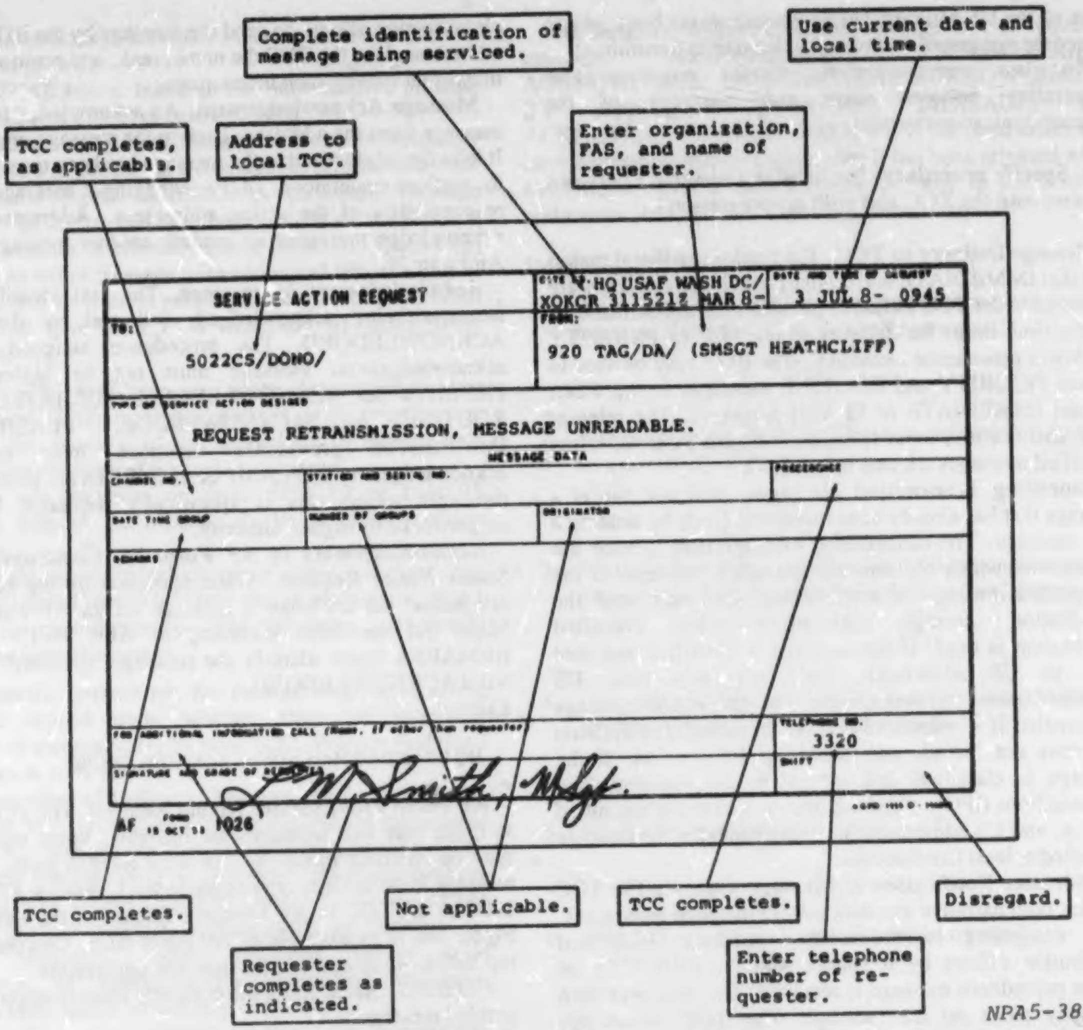
Example:

920 TAC/DA(SMSGT HEATHCLIFF)

TYPE OF SERVICE ACTION DESIRED block. Enter the type of service action requested.

Example:

REQUEST RETRANSMISSION, MESSAGE UNREADABLE



SERVICE ACTION REQUEST

CITE: HQ USAF WASH DC/ XOKCR 311521Z MAR 8-

DATE AND TIME OF REQUEST: 3 JUL 8- 0945

TO: 5022CS/DOHO/

FROM: 920 TAG/DA/ (SMSGT HEATHCLIFF)

TYPE OF SERVICE ACTION DESIRED: REQUEST RETRANSMISSION, MESSAGE UNREADABLE.

MESSAGE DATA

CHANNEL NO.:

STATION AND SERIAL NO.:

PRECEDENCE:

DATE TIME GROUP:

NUMBER OF GROUPS:

ORIGINATOR:

REMARKS:

FOR ADDITIONAL INFORMATION CALL (Name, if other than requester):

TELEPHONE NO.: 3320

SIGNATURE AND GRADE OF REQUESTER: L. M. Smith, MSgt.

SHIFT:

AF FORM 1026

Complete identification of message being serviced.
Use current date and local time.
TCC completes, as applicable.
Address to local TCC.
Enter organization, FAS, and name of requester.
TCC completes.
Requester completes as indicated.
Not applicable.
TCC completes.
Enter telephone number of requester.
Disregard.
NPA5-381

Figure 2–6. Example of completed AF Form 1026.

Message Tracer Action. The addressee or originator may ask the TCC to find out why excessive delay or nondelivery of a message occurred only after they check with their local TCC to verify delay or nonreceipt. Do not request tracer action on a message that is more than 30 days old.

Excessive delay. Submit an AF Form 1026 to the TCC for this type of tracer. Fill in the form as shown in figure 2-6, except in the TYPE OF SERVICE ACTION DESIRED block enter DELAYED MESSAGE TRACER ACTION.

Nondelivery. This type of tracer serves as a request for both a retransmission of the message and an investigation to find the reason for nondelivery. For this service, submit an AF Form 1026, as shown in figure 2-6, but enter NONDELIVERED MESSAGE TRACER ACTION in the TYPE OF SERVICE ACTION DESIRED block.

DD Form 1503, Message Correction Notice. The TCC sends this form to the releasing official to tell of errors in message preparation. If the errors are so major that a message cannot be sent, the TCC cites the errors and sends the message and a DD Form 1503 to the releaser for correction. If errors are minor, the TCC may correct them after checking (by phone) with the originator. The TCC then transmits the corrected message and sends a DD Form 1503 to the releaser describing the error.

Exercises (228):

1. Who insures that (a) messages with an IMMEDIATE and higher precedence are delivered to the TCC as soon as possible, (b) security regulations are followed when classified messages are sent to TCC, and (c) only the original DD Form 173 is sent to TCC?

2. How may a message that has been transmitted be cancelled?

3. Who notifies addressees of the arrival of messages?

4. Give two examples of messages that require special handling.

5. What should addressees do when operational or emergency circumstances keep them from picking up a message?

6. What does an acknowledgment of a message tell the originator?

7. What two forms may an addressee use to acknowledge a message?

8. What form is used for a Service Action Request?

9. What are the two types of tracer action?

10. Who sends a DD Form 1503, Message Correction Notice, and to whom is it sent?

229. Cite the purpose of MINIMIZE and the procedures and responsibilities for initiating and cancelling it.

Purpose. The purpose of MINIMIZE is to limit the volume of routine traffic in the communications system during a simulated or actual emergency and to insure the flow of essential traffic. Essential traffic is that which deals directly with the success of a mission or safety of life.

Basis for Imposition. The need for MINIMIZE is a decision the commander must make, based in part on the capability to act on orders from higher headquarters. It is also based on the impact on subordinates and on other commanders. Moreover, it is imposed when operation necessity, based on present indications or past experience warrants.

Application. While commanders may impose MINIMIZE on all who use US military telecommunications, they must limit it to the least number of users affected by a given emergency or exercise. For example, a cable break that stops communications from Guam to Okinawa need not call for MINIMIZE in the whole Pacific. As changes in the situation make it necessary, MINIMIZE may be expanded, reduced, or cancelled completely.

Authority and Scope of Application. Only the Joint Chiefs of Staff (JCS) may impose MINIMIZE worldwide on all users of DOD communications. Commanders of the unified and specified commands may impose MINIMIZE on communications that originate within their commands or areas of command responsibility. They may request that the JCS or other commanders impose MINIMIZE on users in other areas originating traffic destined for or passing through the communications facilities in their area of command responsibility.

The military departments, service commands, or DOD agencies may order MINIMIZE in their own areas of responsibility to reduce the flow of message traffic into or within a subordinate element of that service; e.g., Chief of Staff, US Air Force (CSAF) may impose MINIMIZE on Air Force units. In all instances, the JCS must be informed when MINIMIZE is imposed and cancelled.

Imposition Procedures. MINIMIZE is automatically imposed when Defense Readiness Condition (DEFCON) 1 and 2 is declared. The JCS imposes MINIMIZE by sending a general message to all US military activities concerned. There is no need for separate notification to subordinate commanders. For example, if the JCS desires to impose MINIMIZE worldwide on all those who use record and voice communications facilities, they will send a ALMILACT general message such as MINIMIZE IS IMPOSED WORLDWIDE ON ALL USERS OF RECORD AND VOICE COMMUNICATIONS FACILITIES UNTIL FURTHER NOTICE. An explanation such as DUE TO DETERIORATING WORLD CONDITIONS may be added.

In all other cases, the commander must send an order, again, in the form of a general message to affected units or activities before MINIMIZE can take effect. Since MINIMIZE is imposed on the message senders and not on the communications networks, commanders must make sure that all who send messages impose MINIMIZE. The general message that imposes MINIMIZE is a directive. The message text must clearly state that it is an order from the appropriate commander. It must state what type of traffic (voice, record, or data) is to be minimized. It must list the specific countries, states, or installations to which communications must be minimized. It must not use such general terms as "Western Pacific," "Southern States," etc. The MINIMIZE message is unclassified and uses an IMMEDIATE precedence to permit wide and fast dissemination of the directive. It may or may not cite the reason for the imposition of MINIMIZE. (If the reason is classified, it cannot be given in the unclassified message.)

Commanders of unified and specified commands may impose MINIMIZE on all or part of their areas of command responsibility by sending a general message to all military activities and communications facilities within their area of responsibility. Separate service instructions need not be sent for commands in the area under their operational command. These commands obey the MINIMIZE instructions of the commanders of the unified and specified commands.

Air Force commanders may impose MINIMIZE on all or part of their areas of command responsibility by releasing a general message to all military activities within their area of command. If general messages are not authorized, a normal message or letter may be used. For example, the Commander, ATC, desiring to impose MINIMIZE, may send to all activities served by ATC communications facilities: MINIMIZE IS IMPOSED ON USERS OF RECORD AND VOICE COMMUNICATIONS FACILITIES UNTIL FURTHER NOTICE.

Commander's Responsibilities. When they receive a message which says that MINIMIZE has been imposed, or when DEFCON 1 or 2 is declared commander's must:

a. Notify all staff personnel of their headquarters, subordinate headquarters, and all other activities served by telecommunications facilities under their jurisdiction that MINIMIZE is in effect. The notification specifies the type of traffic to be minimized.

b. Establish and maintain continuous surveillance of the traffic volume and the status of their communications facilities.

c. Must make sure that messages that should not be sent by electrical means are sent by other means. Limit electrical addressees to the minimum, regardless of precedence. Use postal or courier channels for dispatch to information addresses, where practical.

d. Make sure that messages are not held for transmission pending cancellation of MINIMIZE. This loads communications networks for a long period after MINIMIZE has been cancelled.

e. Let only those officers who know of the specific reason for MINIMIZE be authorized to release messages.

Control of Communications. When MINIMIZE is imposed, control electrical record messages this way:

a. TCC personnel should have all these responsibilities:

(1) Put all narrative and punched card messages on hand (but not yet sent) into two groups: priority and higher precedence messages and ROUTINE messages. They will send the PRIORITY and higher messages in the normal way; however, they should return those that have ROUTINE precedence to the releasing officials to see if they can be sent MINIMIZE.

(2) Put all magnetic tape data pattern messages on hand (but not yet sent) into the same two types of groups that were listed in the previous paragraph.

(3) Send all subsequent message traffic in the normal way, but with this exception: return all messages that do not have the words MINIMIZE CONSIDERED and the releaser's initials, to the releasing official.

b. The message drafter who wants to send a message out should stamp, type, or write in ink MINIMIZE CONSIDERED in the SPECIAL INSTRUCTIONS block of the DD Form 173 or in the REMARKS block of the DD Form 1392, Data Messageform, for data messages.

c. Message-releasing officials must check all messages to make sure they meet MINIMIZE standards. They must place their initials beside the words MINIMIZE CONSIDERED on the DD Form 173-1 or DD Form 1392 only when:

(1) Electrical transmission is essential. They will return all nonessential messages back to the office of origin, and recommend they be sent by postal or courier. Information addresses of narrative and data pattern messages aren't normally electrically transmitted during MINIMIZE.

(2) The lowest precedence called for by the subject matter of the message is used.

(3) The words MINIMIZE CONSIDERED are put in the SPECIAL INSTRUCTIONS block of the DD Form 173 for narrative messages, or in the REMARKS block of the DD Form 1392 for data messages.

Cancelling or Modifying MINIMIZE. MINIMIZE may be cancelled or modified by the imposing or appropriate higher authority. The cancellation messages use the words, CANCEL MINIMIZE, followed by the scope (area and media of electrical communications) of the condition to be cancelled. The message cancelling or modifying MINIMIZE refers to the message which imposed it and, if cancellation is not immediate, includes the date and time that it is to be cancelled.

Exercises (229):

1. What is the purpose of MINIMIZE?

2. What factors must commanders consider in determining the need to impose MINIMIZE?

3. Who has the authority to impose MINIMIZE?

4. Generally, what document imposes MINIMIZE?

5. Upon receipt of messages informing that either MINIMIZE has been imposed or that there has been a change in defense readiness posture, what is the first action a commander takes?

6. What do releasing officials do during MINIMIZE?

7. What do drafting officials do in order to send a message during MINIMIZE?

8. Who can cancel a MINIMIZE condition?

Administrative Orders

AT ONE TIME or another more than likely you will be involved with administrative orders in almost any job you might be assigned. If you are not directly involved with processing, publishing, filing, or distributing them as an administrator, you will come in contact with these valuable documents more often than personnel in most other career fields. In this chapter, we will cover all that you need to know to get started in the management end of the administrative orders functions performed by Air Force personnel. There are four types of administrative orders—Special, Reserve, Aeronautical, and Movement. We will look at all four types.

3-1. Orders Management

Just as we did in the chapter on AF letters, we need to discuss how a document is authenticated and identify the publication that governs this action. We also give the purpose of orders and tell you who publishes them and tell you how to keep record sets of orders.

230. Identify administrative orders as to their purpose and how they are authenticated and published.

Authentication. Authentication is defined as the act or process of establishing the official character of an Air Force document. AFR 12-17, *Authentication of Air Force Documents*, is the prescribing directive and should be used when in doubt as to who can authenticate an order or other document.

Purpose. Administrative orders are written directives published by a commander to direct actions or to announce decisions. Directors and chiefs of administration at all echelons act as the focal point for administrative orders and insure that they are authenticated, reproduced, distributed, maintained, and retired or destroyed according to AFR 10-7, *Administrative Orders*, and other pertinent directives.

Authority to Publish. Commanders of all Air Force organizations down to and including squadrons are authorized to publish orders necessary to direct actions within their jurisdiction. A commander publishes orders affecting a unit or individual not within that commander's jurisdiction only with the concurrence of the appropriate commander or when directed to by HQ USAF.

Forms are used to standardize and facilitate the publication of administrative orders, although you may compose orders when it is impractical to use a form. There are basically three commonly used forms: DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel; AF Form 899, Request and Authorization for Permanent Change of Station—Military; and AF Form 973, Request and Authorization for Change of Administrative Orders.

While commanders, deputy commanders, and vice commanders may authenticate all administrative orders, they can delegate the responsibility for preparing and authenticating all except P-series orders to administration officers and their assistants. Or, an officer of a comparable staff position (a civilian, GS-7 or above, may be designated, if an officer is not available). This process is covered in AFR 4-1, *Functions and Responsibilities of Administration*.

The authority for preparing and authenticating P-series orders is normally delegated to the Chief, Consolidated Base Personnel Office (CBPO); NCOIC, CBPO Administration (7-level E-5 or above); or to a representative.

Noncommissioned officers in grade E-6 and above may be assigned authenticating responsibility in lieu of the officials just listed. Chiefs of base administration, regardless of grade, may authenticate orders.

Unit commanders may assign authenticating responsibility to chiefs of administration when the assigned grade falls below E-6.

Format. The format for administrative orders, like that of Air Force letters, is made up of the heading, the body, and the close. The heading of an order contains the same information as does a letterhead, plus the order designation and the date. Figure 3-1 shows sample headings for administrative special orders, both composed and form. The complete heading must include:

- The phrase DEPARTMENT OF THE AIR FORCE.
- The complete unit designation.
- The major command of assignment, abbreviated in parentheses.
- The mailing address.
- The type and number of the order.
- The date the order is published.

On form orders, the designation of the publishing headquarters is typed in block style. When space does not permit the complete unit designation to be spelled out, use the abbreviated address shown in AFR 10-4 or the authorized abbreviations from AFR 11-2. Notice the last example in figure 3-1.

The body of the order should be easy to read. The information should be brief, yet complete. If the body contains more than one paragraph, number all of them.

SO G-11, HQ PACAF, 23 Oct 8-, redesignates HQ 313th Air Defense Division to:

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 313TH AIR DIVISION (PACAF)
APO SAN FRANCISCO 96239-5000

a. Oversea address and citation of authority for redesignation.

CORRECTED COPY -- DESTROY ALL OTHERS (AA-951, 8 OCT 198-)
(INCORRECT ORDER)

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS FIFTEENTH AIR FORCE (SAC)
MARCH AIR FORCE BASE CALIFORNIA 92508-5000

SPECIAL ORDER
AA-951
23 October 198-

b. Continental US address and correction of date.

SO A-110, 306TH COMBAT SUPPORT GROUP, was the last of the series for 198-.

DEPARTMENT OF THE AIR FORCE
306TH COMBAT SUPPORT GROUP (SAC)
MCCOY AIR FORCE BASE FLORIDA 32812-5000

c. Citation of last order of previous year.

DEPARTMENT OF THE AIR FORCE
HQ 9 WEA RECON WG (MAC)
MCCLELLAN AFB CA 95652-5000

d. Address on form orders.

NPA5-388/?

Figure 3–1. Example of special order headings.

Write a separate paragraph for each action directed; however, all individuals or activities affected by the same action may be indicated in the same paragraphs. Indent and space as shown in figure 3-2. Numbered paragraphs may be divided into subparagraphs. When an order pertains to several individuals, variable data may be included in columns.

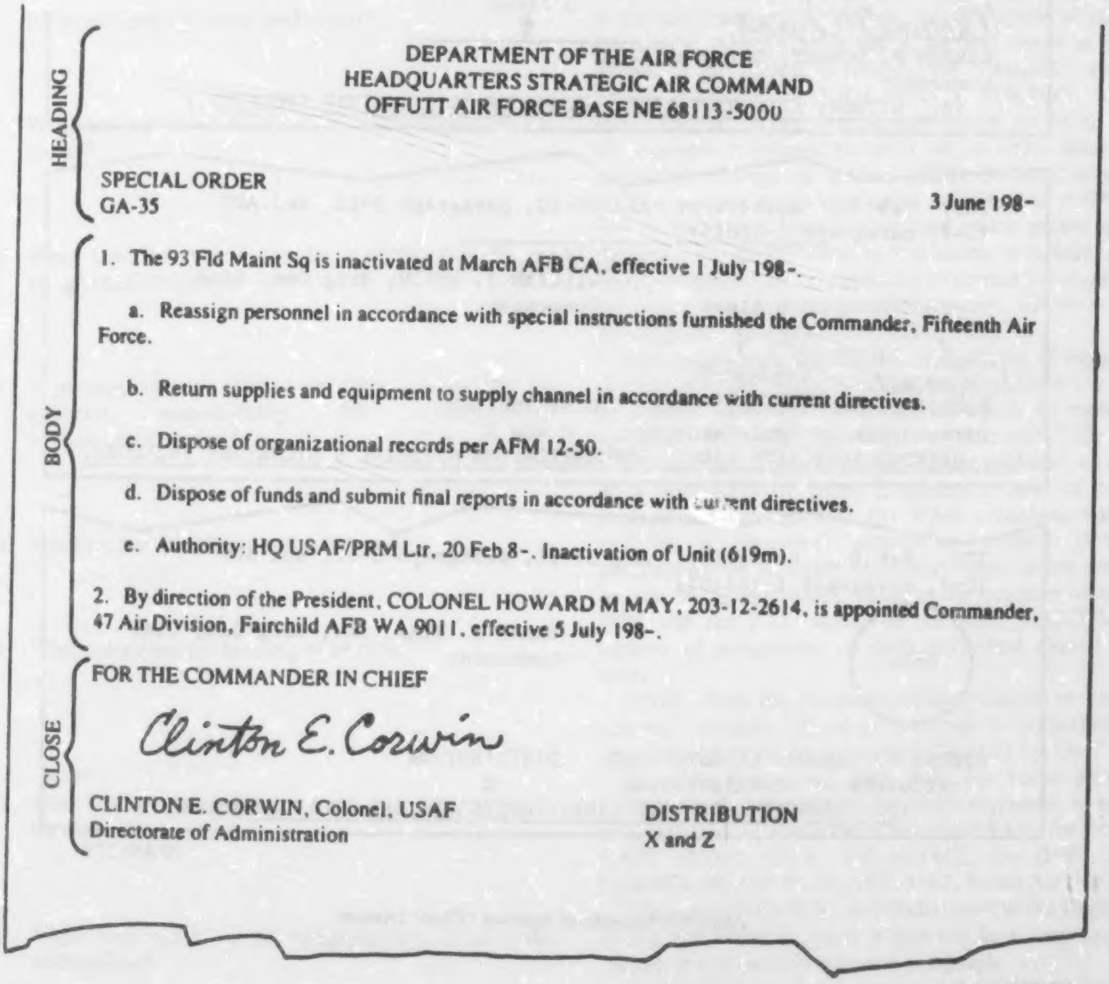
The close or authentication is the part of an order that makes it directive. The close may or may not have an authority line (fig. 3-3). For example, if the order is to be signed by the commander, there will be no authority line. Authorized authority lines are:

- For the Department of the Air Force—BY ORDER OF THE SECRETARY OF THE AIR FORCE.
- For missions and commissions—FOR THE CHIEF.
- For attaches—FOR THE AIR ATTACHE.
- For the Air Force Academy—FOR THE SUPERINTENDENT.
- For Air Force components of unified or specified commands—FOR THE COMMANDER IN CHIEF.
- For all other units—FOR THE COMMANDER or FOR THE COMMANDANT.

Numbering and Dating. Each order will bear the date of its publication. Number orders consecutively, starting with number one at the beginning of each calendar year. Orders must be numbered within each type of order; that is, special, reserve, movement, etc. When the orders are published in more than one series, each series starts with number one and is assigned a series code letter.

Exercises (230):

1. What is the purpose of administrative orders?


HEADING
BODY
CLOSE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS STRATEGIC AIR COMMAND
OFFUTT AIR FORCE BASE NE 68113-5000

SPECIAL ORDER
GA-35

3 June 198-

1. The 93 Fld Maint Sq is inactivated at March AFB CA, effective 1 July 198-.

a. Reassign personnel in accordance with special instructions furnished the Commander, Fifteenth Air Force.

b. Return supplies and equipment to supply channel in accordance with current directives.

c. Dispose of organizational records per AFM 12-50.

d. Dispose of funds and submit final reports in accordance with current directives.

e. Authority: HQ USAF/PRM Ltr, 20 Feb 8-, Inactivation of Unit (619m).

2. By direction of the President, COLONEL HOWARD M MAY, 203-12-2614, is appointed Commander, 47 Air Division, Fairchild AFB WA 9011, effective 5 July 198-.

FOR THE COMMANDER IN CHIEF

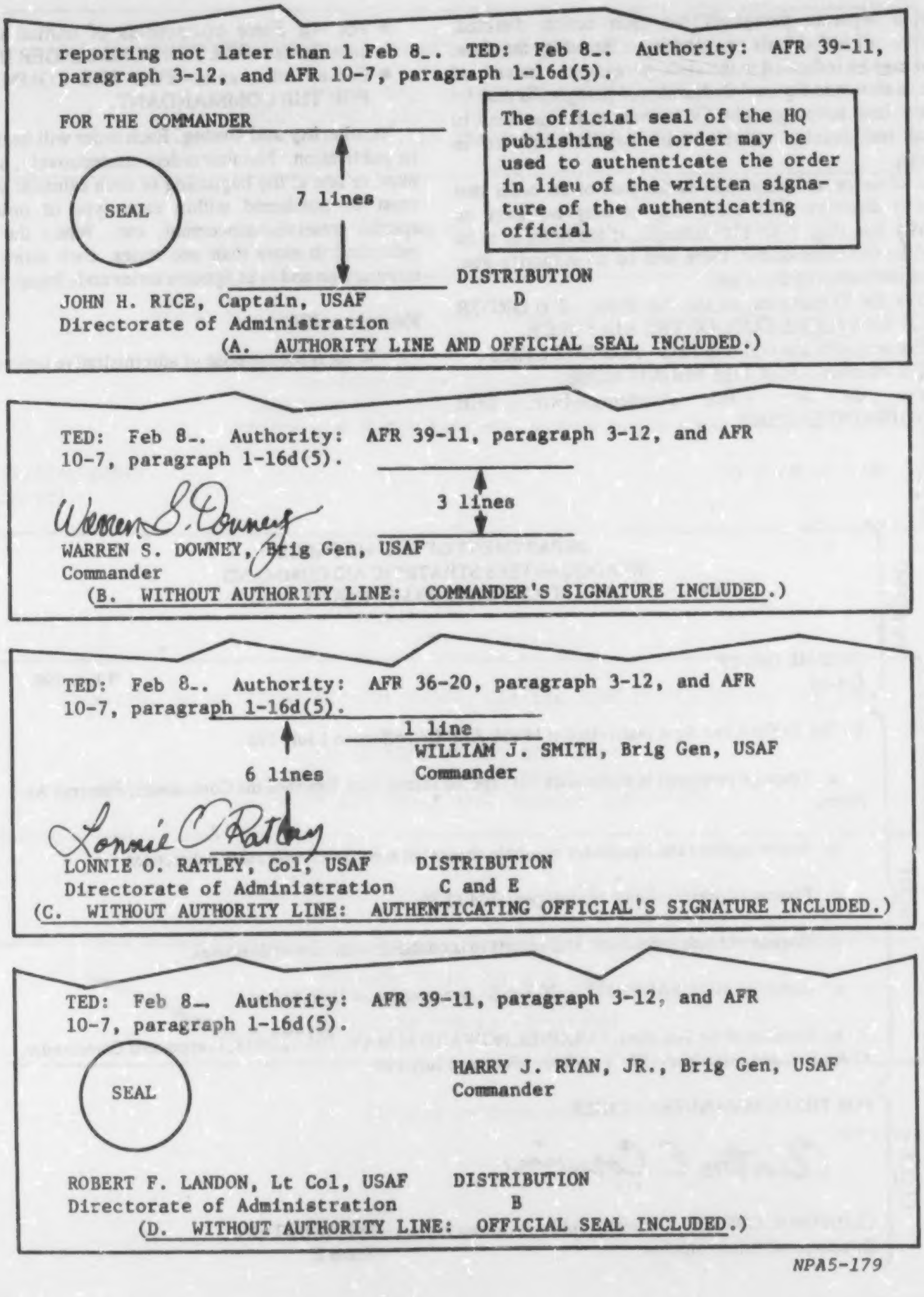
Clinton E. Corwin

CLINTON E. CORWIN, Colonel, USAF
Directorate of Administration

DISTRIBUTION
X and Z

NPA6-194A

Figure 3-2. Orders format.



reporting not later than 1 Feb 8_. TED: Feb 8_. Authority: AFR 39-11, paragraph 3-12, and AFR 10-7, paragraph 1-16d(5).

FOR THE COMMANDER

SEAL

7 lines

The official seal of the HQ publishing the order may be used to authenticate the order in lieu of the written signature of the authenticating official

JOHN H. RICE, Captain, USAF
Directorate of Administration

DISTRIBUTION
D

(A. AUTHORITY LINE AND OFFICIAL SEAL INCLUDED.)

TED: Feb 8_. Authority: AFR 39-11, paragraph 3-12, and AFR 10-7, paragraph 1-16d(5).

3 lines

Warren S. Downey

WARREN S. DOWNEY, Brig Gen, USAF
Commander

(B. WITHOUT AUTHORITY LINE: COMMANDER'S SIGNATURE INCLUDED.)

TED: Feb 8_. Authority: AFR 36-20, paragraph 3-12, and AFR 10-7, paragraph 1-16d(5).

1 line

WILLIAM J. SMITH, Brig Gen, USAF
Commander

6 lines

Lonnie O. Ratley

LONNIE O. RATLEY, Col, USAF
Directorate of Administration

DISTRIBUTION
C and E

(C. WITHOUT AUTHORITY LINE: AUTHENTICATING OFFICIAL'S SIGNATURE INCLUDED.)

TED: Feb 8_. Authority: AFR 39-11, paragraph 3-12, and AFR 10-7, paragraph 1-16d(5).

HARRY J. RYAN, JR., Brig Gen, USAF
Commander

SEAL

ROBERT F. LANDON, Lt Col, USAF
Directorate of Administration

DISTRIBUTION
B

(D. WITHOUT AUTHORITY LINE: OFFICIAL SEAL INCLUDED.)

NPA5-179

Figure 3-3. Examples of approved "Close" elements.

2. What does the term authentication mean?

3. Who insures that administrative orders are authenticated, reproduced, distributed, maintained, and retired or destroyed according to AFR 10-7 and other pertinent directives?

4. What organizational levels can publish an order?

5. When can a commander publish orders affecting a unit or individual NOT within that commander's jurisdiction?

6. When can you use composed orders?

7. What are the three forms most commonly used for orders?

8. What type of orders can be authenticated by an administration officer?

9. Noncommissioned officers in what grades can be assigned responsibility for authenticating administrative orders?

10. What are the three basic parts of an order?

11. What comprises the heading of an order?

12. How many paragraphs may be included in an administrative order?

13. What does the close or authentication of an order accomplish?

14. If the commander personally signs an order, what is eliminated from the order?

15. How are orders numbered?

231. State how to identify personnel in orders and how to follow up on verbal orders.

Identifying Personnel in Orders. Personnel are identified in orders by grade, name, and social security account number (SSAN). The first time a name is used, state the grade or title; first name, middle initial, last name (or last name, first name, middle initial), and SSAN. For OSI agents, use the term "Special Agent, OSI" in lieu of the grade. You don't have to include the prefix/suffix in the SSAN of military personnel. If the name must be used again in the same paragraph, include only the grade or title and last name. Always write the grade and name in capital letters. If the person is retired, add "Retired" after the SSAN. *Example:* MAJ THOMAS J. FULTON, 310-44-6657, Retired. When several individuals are on an order, for example a promotion order or an order directing a permanent change of station (PCS) or temporary duty (TDY), prepare a machine roster according to AFM 30-3, Vol 1, *Personnel Data System,* and attach photocopies to the order. Except for errors in first names or middle initials, an amendment must be published to correct inaccuracies in the roster. In computer-generated orders, use three digits for the grade. *Example:* TSG, MSG, and CPT.

Indicate the unit, MAJCOM, and address of assignment of each individual named, with these exceptions: (1) When an order is published by the unit to which the member is assigned, state only "this HQ" or "this unit." (2) When the order affects appointment of a reserve officer, an award, or a decoration or when it adjusts a date of rank or promotion list service date. (3) When a machine roster that includes a personnel accounting symbol (PAS) is photocopied on an order. However, when orders are typed on any of the individuals listed in the machine roster, DO NOT use the PAS; spell out the unit, MAJCOM, and address of assignment of each individual named in the order.

NOTE: With the exception of assignments to "medical groups," include HQ on assignments to organizations at group level and above. *Example:* "HQ 100 Spt Gp."

In orders that affect other than Air Force personnel, include the departmental status and component, in addition to grade, name, and service number/SSAN; for example, CAPT MARK HESS, 367-34-1842, DA (INF), or SQ LEADER JAMES W. FEARS, 5167, Royal Air Force.

When an order is to be distributed outside the Department of the Air Force or when it pertains to a very important person, it will contain only one paragraph.

Verbal Orders. You must not issue orders verbally if it can be avoided. Verbal orders that involve spending money or that affect the flying status and aeronautical rating of individuals are authorized only when circumstances prevent written orders in advance. In all cases, confirm verbal orders in writing as soon as possible. The request for a written order to confirm a verbal order must explain the circumstances. The explanation may be recorded either as a memo for record on the carbon copy of the request for orders, or in another letter. The written order must include: the date the verbal order was issued; the source of the verbal order; and, if funds were expended or a flying status or aeronautical rating was affected, a statement that administrative conditions prevented earlier publication of written orders. Do not include variations of itinerary in confirmatory orders published after travel has been completed. When orders contain a fund citation, include: "Submit a travel voucher within 5 workdays after receipt of order." (If travel is completed after orders are published, substitute "after completion of travel" for the final phrase.)

Exercises (231):

1. How are personnel identified the first time their names appear in an order?

2. In orders that affect other than US Air Force personnel, what initial information must be included on those personnel?

3. When are verbal orders involving expenditure of funds authorized?

4. What types of verbal orders must be confirmed in writing and when?

5. What information must be included in a written order confirming a verbal order?

6. What information must be included in the request for a written order to confirm a verbal order?

232. State how to change orders and to use corrected and true copies of orders.

Changes. Administrative orders are changed in three ways: (1) by rescission, (2) by revocation, and (3) by amendment. All of these procedures are handled on AF Form 973, Request and Authorization for Change of Administrative Orders, or in a composed order if use of the form is impractical. Publish rescissions, revocations, and amendments in the same series of orders as the original order; for example, amend a reserve order with another reserve order—not with a special order. Don't use blanket statements such as "Previous orders are rescinded," or "This order supersedes all previously published orders."

Do not use AF Form 973 for orders convening court-martials; for orders appointing investigating officers, boards, or committees; or for any action involving an AF Form 1887, Request and Authorization for Aeronautical Orders.

An order can be rescinded, revoked, or amended by the organization that published the original order, or by other organizations, as explained in AFR 10-7. Take a look at figure 3-4 for a completed sample of an AF Form 973. You should rescind an order when there is no longer reason for it to be in effect. However, all actions relative to the order before it is rescended remain in effect. You should revoke an order when it is void and without effect from the beginning. Before you revoke a travel order, insure that no travel has been done, and that no other actions involving expenditure of funds, such as shipment of household goods, have been taken. You should amend an order to change the contents in some manner—for example, to correct an SSAN or a fund citation.

Corrected Copies. Publish a corrected copy of an order only to correct an error in the heading or close of a composed order or in the authenticating official's portion of a form order.

Type CORRECTED COPY—DESTROY ALL OTHERS (incorrect number and date) at the top of the corrected copy. Use the same heading and close that was on the original order. Correct only the parts that have errors. Double underscore the corrections and make the same distribution as you did on the original order.

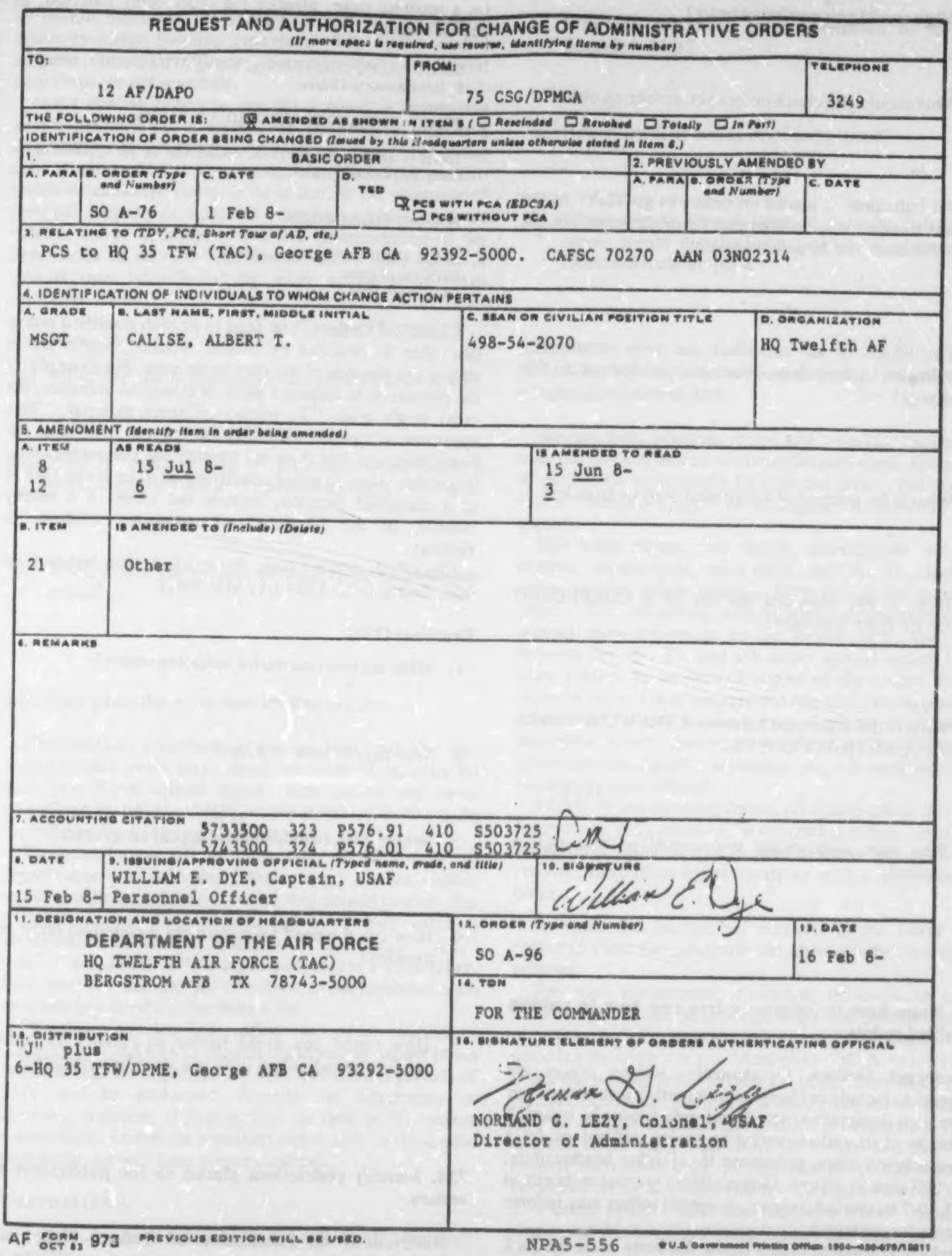
True Copies. An order, paragraph, or portion thereof, can be reproduced as a true copy or a true extract copy. Include the same heading and close as the original order, and the statement A TRUE COPY or A TRUE EXTRACT COPY. In a true extract copy, include only the required information. For example, if a paragraph pertains to several individuals, include only the name of the individual for whom a copy is desired. Use asterisks to indicate omitted material. Any officer or other authorized individual may authenticate true copies or true extract copies.

Exercises (232):

1. What are the three ways administrative orders are changed? On what form?

2. When can you use a composed order to change an order?

3. When would you NOT use an AF Form 973 to change an order?



REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS
(If more space is required, use reverse, identifying items by number)

TO: 12 AF/DAPO	FROM: 75 CSG/DPMCA	TELEPHONE 3249

THE FOLLOWING ORDER IS: ☒ AMENDED AS SHOWN IN ITEM 5 (☐ Rescinded ☐ Revoked ☐ Totally ☐ In Part)

IDENTIFICATION OF ORDER BEING CHANGED *(Issued by this Headquarters unless otherwise stated in item 6.)*

1. BASIC ORDER				2. PREVIOUSLY AMENDED BY		
A. PARA	B. ORDER *(Type and Number)*	C. DATE	D. TED	A. PARA	B. ORDER *(Type and Number)*	C. DATE
	SO A-76	1 Feb 8-	☒ PCS WITH PCA (EDCSA) ☐ PCS WITHOUT PCA			

3. RELATING TO *(TDY, PCS, Short Tour of AD, etc.)*
PCS to HQ 35 TFW (TAC), George AFB CA 92392-5000. CAFSC 70270 AAN 03N02314

4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION PERTAINS

A. GRADE	B. LAST NAME, FIRST, MIDDLE INITIAL	C. SSAN OR CIVILIAN POSITION TITLE	D. ORGANIZATION
MSGT	CALISE, ALBERT T.	498-54-2070	HQ Twelfth AF

5. AMENDMENT *(Identify item in order being amended)*

A. ITEM	AS READS	IS AMENDED TO READ
8	15 Jul 8-	15 Jun 8-
12	6	3

B. ITEM	IS AMENDED TO (Include) (Delete)
21	Other

6. REMARKS

7. ACCOUNTING CITATION
5733500 323 P576.91 410 S503725
5743500 324 P576.01 410 S503725

8. DATE 15 Feb 8-	9. ISSUING/APPROVING OFFICIAL *(Typed name, grade, and title)* WILLIAM E. DYE, Captain, USAF Personnel Officer	10. SIGNATURE William E. Dye

11. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE HQ TWELFTH AIR FORCE (TAC) BERGSTROM AFB TX 78743-5000	12. ORDER *(Type and Number)* SO A-96	13. DATE 16 Feb 8-
	14. TDN FOR THE COMMANDER	
15. DISTRIBUTION "J" plus 6-HQ 35 TFW/DPME, George AFB CA 93292-5000	16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL Normand G. Lezy NORMAND G. LEZY, Colonel, USAF Director of Administration	

AF FORM OCT 83 973 PREVIOUS EDITION WILL BE USED. NPA5-556 ☆U.S. Government Printing Office: 1986—430-079/12611

Figure 3–4. Sample, AF Form 973.

4. When would you rescind an order?

5. What should you check before you revoke an order?

6. An individual is placed on orders to go TDY. At the last minute, it is decided that he or she need not go. What must you do with the orders?

7. The SSAN of an individual has been erroneously indicated on the orders. What must you do to make this change?

8. What is the purpose of a corrected copy of an order?

9. How is the corrected portion of a CORRECTED COPY order indicated?

10. What is the difference between A TRUE COPY and A TRUE EXTRACT COPY?

11. Who may authenticate true copies or true extract copies?

233. State how to indorse orders and how to publish classified orders.

Indorsed Orders. Occasionally, written orders are indorsed to include or change port reporting instructions, air movement designators, etc. These orders must be indorsed either by their orders-issuing/approving official or by a lower echelon when authorized by a higher headquarters; i.e., OSI district offices. Organizations granted authority in AFR 10-7 to rescind, revoke, or amend orders may indorse orders when required.

Indorse composed orders below the body or on the back of the order when space is not available on the front, and indorse form orders on the back; if this is not feasible, use a separate page. When an indorsement is typed on the back or on a separate page, identify the order being indorsed, as shown below:

SO TA-179, HQ 1100th AB Wg, Bolling AFB DC 20332, 29 Sep
8_ Indorsement to Orders:

TO: COL RICHARD BLACKFORD, 178-93-4256

Travel is directed by first-class, commercial air per approval of Cmdr, HQ COMD, USAF, 25 Sep 8_.

FOR THE COMMANDER

IRA R. COURTNEY, Major, USAF
Exec, Dir of Plans
DCS, Operations

Classified Orders. The need to publish classified orders can often be avoided by careful wording, especially in stating the purpose of the duty to be done. For example, if the purpose is to inspect a piece of classified ordnance, the order might read: "To inspect ordnance material." This statement acceptably identifies the purpose of official Air Force business, but does not identify the equipment being inspected. Also, to avoid classifying an order if the TDY is at a classified location, include the name of a nearby location in the itinerary and authorize variations in itinerary.

Classified orders must be marked and handled as described in DOD 5200.1-R/AFR 205-1.

Exercises (233):

1. What are two reasons for indorsing orders?

2. Who may indorse an order?

3. Where does an indorsement appear on an order?

4. How can the need for publishing a classified order be avoided?

5. How could you avoid having to classify an order sending an individual TDY to a classified location?

234. Identify restrictions placed on the publication of orders.

Restrictions on Publication of Orders. Orders are published only for matters that are covered specifically in AFR 10-7 or some other directive, or if there is some legal or financial requirement for them. They are never published for routine functions. For example, you would not publish orders to assign building custodians, Top Secret control officers, security officers, documentation or record custodians, or fire marshals.

Don't publish orders to appoint a board or committee whose membership is established by position title in a directive, or to direct personnel actions, except for group actions announced in P-series orders. You don't publish orders to authorize leave, or to authorize the shipment of personal property of deceased personnel. And last, don't publish orders authorizing CONUS transportation of the dependents of deceased personnel. All of these types of actions may be effected by letter or by some other prescribed method.

Exercises (234):

1. What is the basic requirement for publishing an order?

2. What is used in lieu of an order when there is insufficient justification to publish an order?

3. When would you publish an order affecting personnel action?

235. State procedures for distributing orders.

Distribution. Distribute orders no later than the first workday after publication. Send one copy of an order for each Air Force officer listed (with his or her name underlined in red) to AFMPC at Randolph AFB TX, to be included in the master personnel record.

The distribution of an order may be a list of all organizations or individuals that should receive copies, together with the number of copies they should receive. But distribution may also be indicated by a code letter or combination of letters. *Example:* "A," "B," "AB," "AC," and so on. When organizations use a code letter, they must list the number of copies to be furnished each recipient in a standard distribution list.

Distribute unclassified orders to each individual, organization, and CBPO of each organization named in the order, except for organizations with whom short periods of TDY will be performed. Include the detachment or operating location, if appropriate, as well as the parent organization. Distribute classified orders only to those who need them and who have proper clearance.

Exercises (235):

1. How soon must orders be distributed after publication?

2. Why are copies of orders forwarded to AFMPC, Randolph AFB?

3. How is the distribution of an order listed?

4. When a code letter is used to indicate distribution, where would you find the number of copies to be furnished each recipient?

236. State how to maintain and dispose of record copies of administrative orders.

Record Sets. Maintain record sets to include background material on each administrative order published. File a copy of each order numerically by type and series, and mark its folder "Record Copy" to distinguish it from the extra copies.

File letter requests for orders, amendments, etc., for reserve, aeronautical, movement, and A-, G-, and PB-series special orders separate from the record copies of orders. This procedure will facilitate destruction of the request upon retirement of the record copy. File letter requests for M-, T-, and PA-series special orders in the same folders as the record copies of the orders, but on opposite sides. Other background material that supports the contents of or need for the orders—such as coordinations, approvals, letters, messages, justification files for special authorizations, theater clearances, etc.—is retained by the issuing/approval official.

NOTE: When the order forms, AF Forms 899 or 973, DD Form 1610, etc., are used for requesting orders, usually no background material will be filed in the orders publishing activity, since these forms constitute both a request and an order.

Annotate the background material in the lower right corner to show the paragraph and order number to which it pertains.

Post each amendment, revocation, or rescission to the record copy. Make the postings in ink and include the type of action and the number and year of the special order directing the action; e.g., "Amended—SO A-111, 1978." Make the posting in the left margin of the order when space permits; otherwise, put it in any other conspicuous place as long as no part of the original order is obliterated. If the original order was dated 1967 or before and has been retired, forward a copy of any change to the National Personnel Records Center (MPR), St. Louis MO 63132. If it is dated 1968 or after and has been retired, send any changes to Washington National Records Center, Wash DC 20409.

Retire separate series of orders, published by subordinate units or offices in the name of the parent unit, with those of the parent unit.

Exercises (236):

1. For which type of orders would you maintain a record copy?

2. How are record copies of orders filed?

3. How is background material annotated? Why?

4. What information must be included in posting an amendment, revocation, or a rescission?

5. How are amendments, revocations, and rescissions posted to the record copy?

3-2. Special Orders

Of the four types of administrative orders, the most commonly used is the special order. In this section, we will discuss special orders in detail.

237. Cite uses of special orders and actions affected by them.

General Information. Special orders are used to order personnel to active duty or to change the status of personnel on active duty. They appoint, assign, promote, demote, retire, separate, direct TDY, and authorize travel. They authorize travel to civilian personnel and dependents; announce assumption of command; designate, activate, assign, redesignate, and inactivate units; and award decorations.

Special orders have a letter prefix to assist in identifying the subject matter of the order. This prefix is shown as the "series" of the order. Figure 3-5 is a portion of Table 1-1, series of Special Orders, from AFR 10-7. Column C of the table tells you which paragraph or figure in AFR 10-7 gives instructions for preparing each order. For example, Rule 14 pertains to emergency leave. You can find this as a series T in column B of the table. Column C tells you to refer to paragraph 2-43 of AFR 10-7 for instructions for preparing this order.

Assumption of Command. There are two types of "assumption of command" orders: permanent and temporary. These orders state the authority for the action, the unit designation, and the date that command is assumed, if this is different from the date of the order. Normally, the order is signed by the officer assuming command. If that person cannot sign it, the order is signed by the appropriate official listed in AFR 10-7.

You must not publish assumption of command orders for an officer originally assigned to the position of commander on special orders when he or she resumes command after a temporary absence. Orders assigning another officer to command during the commander's temporary absence are automatically rescinded on the commander's return.

Appointment of Commanders. Since the effective date in an appointment order automatically voids the appointment of the former commander, there is no need to include "vice *(name of former commander)*" or to publish a rescission.

A commander delegated authority in AFR 35-54, *Rank, Precedence, and Command,* to appoint commanders without regard to seniority will announce such appointments in orders. Included in these orders is a statement that, by direction of the President, the officer is appointed commander; the designation of the unit that officer will command; and the effective date of the order.

Squadron section commanders and detachment commanders are appointed on orders when they need the authority to take command actions. If this is not designated in the orders, these personnel are considered as staff officers to their commanders and do not have the authority to impose nonjudicial punishment (UCMJ, Article 15).

Organizational Actions—HQ USAF Controlled Units. When a special order activates or assigns a unit, it should include the title of the unit being activated, the station and command of assignment, the effective date, the citation of equipment authorized, and the authority for the action.

When a special order redesignates a unit, it should include the old and the new designation of the unit, all equipment changes, and the priority for the action.

A special order that inactivates a unit should include the place and date of the inactivation and whether the unit is to be activated at another station. State in the order that effective on the date of inactivation, the unit will revert to the control of the Department of the Air Force. Also, state the disposition of personnel, equipment, and funds. Submit the final report in accordance with current directives, and cite the authority for the inactivation.

Individual Decoration. When an order lists more than one decoration or individual, list the decorations in the order of precedence prescribed in AFR 35-10, *Dress and Personal Appearance of Air Force Personnel,* and list the recipients alphabetically, by grade, for each decoration. Echelons authorized to publish this type of order are shown in tables of AFR 900-48, *Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices.* AFR 10-7 tells how to prepare these orders.

Unit Decorations and Battle Honors. Award of unit decorations and battle honors must be published in orders of the awarding authority. For unit decorations the order should include the authority and a descriptive basis for the award, a description of the action or service for which the unit was cited, and the period during which the unit distinguished itself. It should name elements of the cited organization and other units and detachments that share in the award, and the period (if different from the inclusive dates of the award) during which each unit shared. If a unit has been redesignated during the award period, cite both the old and the new designation.

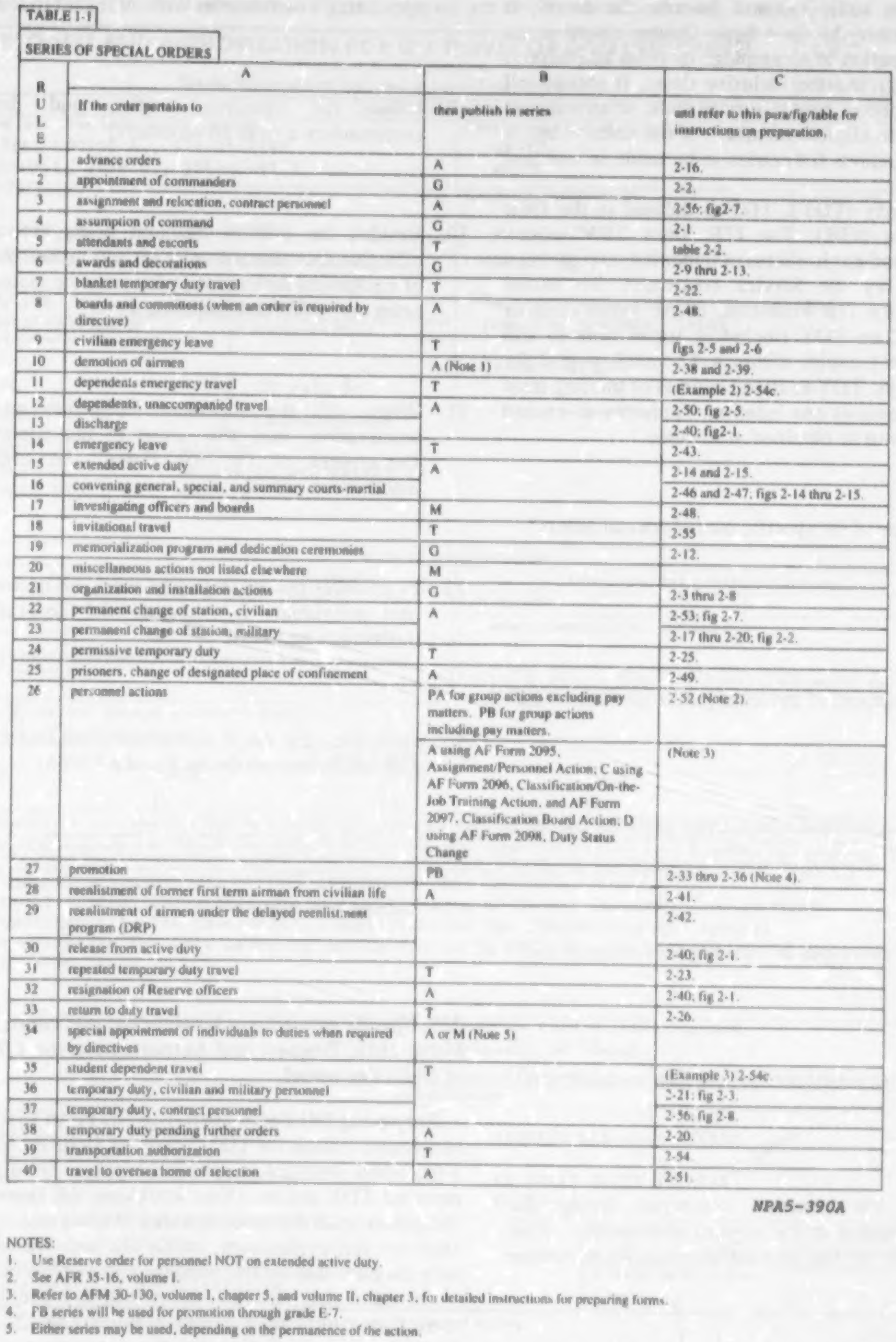


TABLE 1-1

SERIES OF SPECIAL ORDERS

RULE	A	B	C
	If the order pertains to	then publish in series	and refer to this para/fig/table for instructions on preparation.
1	advance orders	A	2-16.
2	appointment of commanders	G	2-2.
3	assignment and relocation, contract personnel	A	2-56; fig2-7.
4	assumption of command	G	2-1.
5	attendants and escorts	T	table 2-2.
6	awards and decorations	G	2-9 thru 2-13.
7	blanket temporary duty travel	T	2-22.
8	boards and committees (when an order is required by directive)	A	2-48.
9	civilian emergency leave	T	figs 2-5 and 2-6
10	demotion of airmen	A (Note 1)	2-38 and 2-39.
11	dependents emergency travel	T	(Example 2) 2-54c.
12	dependents, unaccompanied travel	A	2-50; fig 2-5.
13	discharge		2-40; fig2-1.
14	emergency leave	T	2-43.
15	extended active duty	A	2-14 and 2-15.
16	convening general, special, and summary courts-martial		2-46 and 2-47; figs 2-14 thru 2-15.
17	investigating officers and boards	M	2-48.
18	invitational travel	T	2-55
19	memorialization program and dedication ceremonies	G	2-12.
20	miscellaneous actions not listed elsewhere	M	
21	organization and installation actions	G	2-3 thru 2-8
22	permanent change of station, civilian	A	2-53; fig 2-7.
23	permanent change of station, military		2-17 thru 2-20; fig 2-2.
24	permissive temporary duty	T	2-25.
25	prisoners, change of designated place of confinement	A	2-49.
26	personnel actions	PA for group actions excluding pay matters. PB for group actions including pay matters.	2-52 (Note 2).
		A using AF Form 2095, Assignment/Personnel Action; C using AF Form 2096, Classification/On-the-Job Training Action, and AF Form 2097, Classification Board Action; D using AF Form 2098, Duty Status Change	(Note 3)
27	promotion	PB	2-33 thru 2-36 (Note 4).
28	reenlistment of former first term airman from civilian life	A	2-41.
29	reenlistment of airmen under the delayed reenlistment program (DRP)		2-42.
30	release from active duty		2-40; fig 2-1.
31	repeated temporary duty travel	T	2-23.
32	resignation of Reserve officers	A	2-40; fig 2-1.
33	return to duty travel	T	2-26.
34	special appointment of individuals to duties when required by directives	A or M (Note 5)	
35	student dependent travel	T	(Example 3) 2-54c.
36	temporary duty, civilian and military personnel		2-21; fig 2-3.
37	temporary duty, contract personnel		2-56; fig 2-8.
38	temporary duty pending further orders	A	2-20.
39	transportation authorization	T	2-54.
40	travel to oversea home of selection	A	2-51.

NPA5-390A

NOTES:

1. Use Reserve order for personnel NOT on extended active duty.
2. See AFR 35-16, volume I.
3. Refer to AFM 30-130, volume I, chapter 5, and volume II, chapter 3, for detailed instructions for preparing forms.
4. PB series will be used for promotion through grade E-7.
5. Either series may be used, depending on the permanence of the action.

Figure 3–5. Portion of Table 1-1, AFR 10-7.

An order for battle honors should name the units involved, cite the authority, and describe the award. It should state whether this is a basic theater award or an award for participation in a campaign or in an amphibious or assault landing, and the inclusive dates. It should tell how emblems, ribbons, bronze service stars, or arrowheads should be issued to eligible members of the units. Last, it should give instructions for entries to be made in unit and personnel records.

Temporary Duty (TDY). TDY is defined in the *Joint Travel Regulation* (JTR). The JTR limits TDY to one location for a period not in excess of 6 months, except when it is authorized by the Service concerned. To assure compliance with the JTR limitation, no Air Force member should be placed on TDY (including travel time to and from) at any one location within a 12-month period for more than 179 days. TDY to attend courses of training must not exceed 20 weeks at one location. Authority to exceed these limitation must be obtained in advance.

Exercises (237):

1. What are some of the specific uses of special orders?

2. What is the purpose of the letter prefix used on special orders.

3. How do you determine which letter prefix to use on a special order?

4. What are the two types of "assumption of command" orders?

5. Normally, who signs an "assumption of command" order?

6. An officer has assumed command during the temporary absence of the original commander. What must be done for the original commander to resume command?

7. What portion of an appointment order automatically voids the appointment of the former commander?

8. What statement must be included in an order appointing a commander without regard to seniority?

9. When are squadron section and detachment commanders appointed on orders?

10. Besides the title of the unit being activated, the effective date, the authority for action, and the citation of equipment authorized, what must be included in an order activating and assigning a unit?

11. When will the statement "effective on date of inactivation, unit will revert to the control of the Department of the Air Force" be used in an inactivation order?

12. In an order concerning more than one decoration and one individual, how should the decorations and individuals be listed?

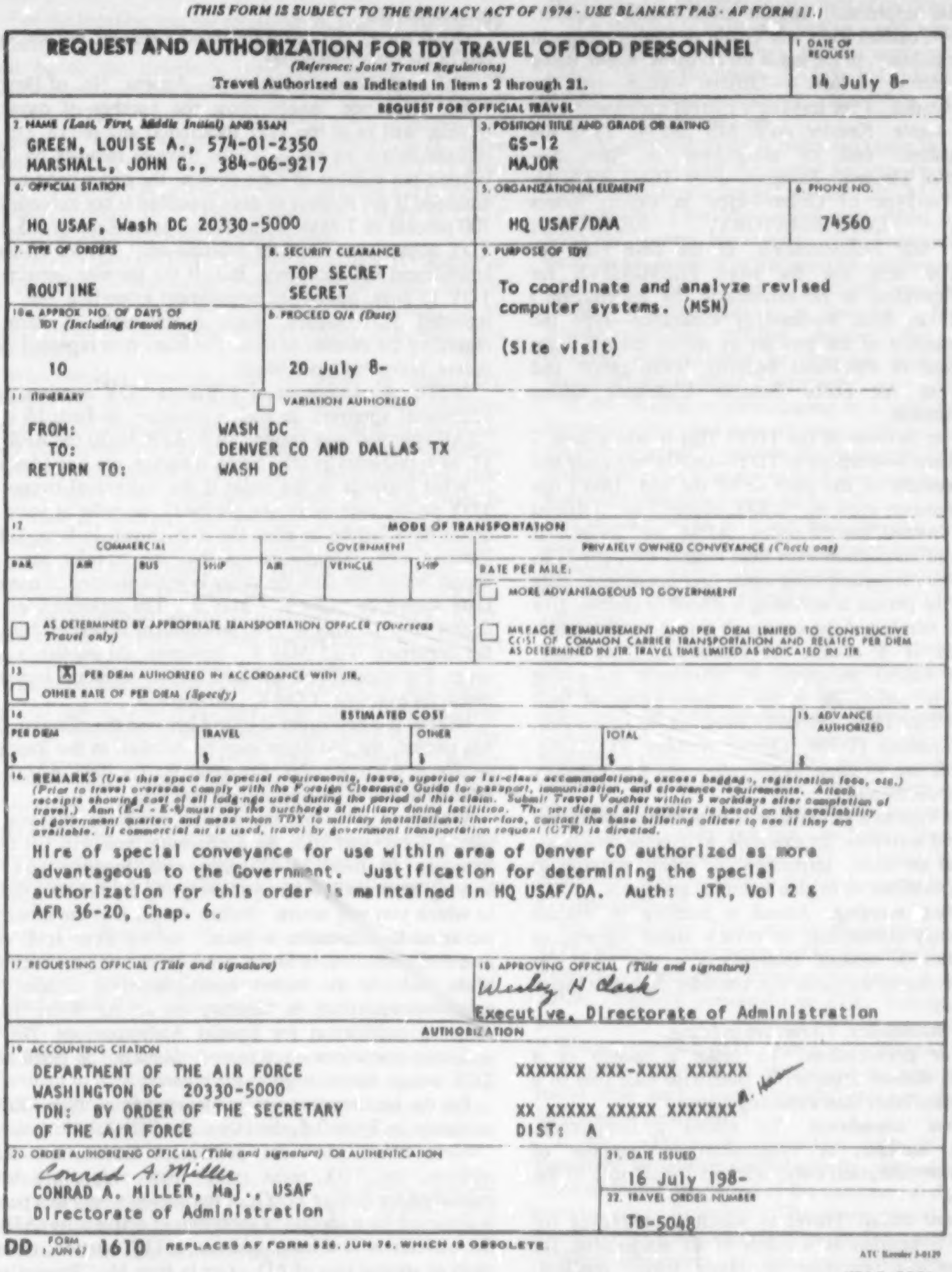
13. How does the Air Force assure compliance with the JTR limitations on the length of a TDY?

14. Normally, TDY to attend training courses must not exceed how many weeks?

238. Specify procedures involved in, and contents of, DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel.

Preparing DD Form 1610. Use DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel (fig. 3-6), when practical, to publish blanket, permissive, and repeated TDY orders. (You would use AF Form 973 or a composed order for amendments.) While some parts of the 1610 are self-explanatory, others are not. We will discuss only the parts that we feel need the extra attention.

On orders that pertain to fewer than nine people, type no more than two of their names in Items 2 and 3. In Item 5 type "See Item 16," then type the rest of the names in Item 16. For orders for more than nine travelers, if there's not enough space for their names in Item 16, type "See Reverse" in Item 2 and then type all of the names and necessary information on plain bond, so that they can be reproduced on the back of the order. You should never include names in all three locations.



(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11.)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations)
Travel Authorized as Indicated in Items 2 through 21.

1. DATE OF REQUEST: 14 July 8-

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)* AND SSAN GREEN, LOUISE A., 574-01-2350 MARSHALL, JOHN G., 384-06-9217	3. POSITION TITLE AND GRADE OR RATING GS-12 MAJOR
4. OFFICIAL STATION HQ USAF, Wash DC 20330-5000	5. ORGANIZATIONAL ELEMENT HQ USAF/DAA
6. PHONE NO. 74560	
7. TYPE OF ORDERS ROUTINE	8. SECURITY CLEARANCE TOP SECRET SECRET
9. PURPOSE OF TDY To coordinate and analyze revised computer systems. (MSN) (Site visit)	
10a. APPROX. NO. OF DAYS OF TDY *(Including travel time)* 10	b. PROCEED O/A *(Date)* 20 July 8-

11. ITINERARY ☐ VARIATION AUTHORIZED
FROM: WASH DC
TO: DENVER CO AND DALLAS TX
RETURN TO: WASH DC

12. **MODE OF TRANSPORTATION**

COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE *(Check one)*
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
							☐ MORE ADVANTAGEOUS TO GOVERNMENT
☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*							☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.

13. ☒ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.
☐ OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST				15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL	OTHER	TOTAL	
$	$	$	$	$

16. **REMARKS** *(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements. Attach receipts showing cost of all lodgings used during the period of this claim. Submit Travel Voucher within 5 workdays after completion of travel.) Amn (E-1 - E-4) must pay the surcharge at military dining facilities. The per diem of all travelers is based on the availability of government quarters and mess when TDY to military installations; therefore, contact the base billeting officer to see if they are available. If commercial air is used, travel by government transportation request (GTR) is directed.*

Hire of special conveyance for use within area of Denver CO authorized as more advantageous to the Government. Justification for determining the special authorization for this order is maintained in HQ USAF/DA. Auth: JTR, Vol 2 & AFR 36-20, Chap. 6.

17. REQUESTING OFFICIAL *(Title and signature)*

18. APPROVING OFFICIAL *(Title and signature)*
Wesley H Clark
Executive, Directorate of Administration

AUTHORIZATION

19. ACCOUNTING CITATION
DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-5000
TDN: BY ORDER OF THE SECRETARY
OF THE AIR FORCE

XXXXXXX XXX-XXXX XXXXXX
XX XXXXX XXXXX XXXXXXX
DIST: A

20. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION
Conrad A. Miller
CONRAD A. MILLER, Maj., USAF
Directorate of Administration

21. DATE ISSUED: 16 July 198-

22. TRAVEL ORDER NUMBER: TB-5048

DD FORM 1 JUN 67 1610 REPLACES AF FORM 526, JUN 76, WHICH IS OBSOLETE.

ATC Keesler 3-0129

NPA5-286A

Figure 3–6. Sample, DD Form 1610.

In Item 2 type the person's last name, first name, and middle initial (uppercase), and the social security number. In Block 3—Position Title and Grade or Rating—type in the rank for military, or the grade for civilians, again, using all capital letters. In Item 4—Official Station—type the name and location of the traveler's current permanent duty station. *Example:* Keesler AFB MS 39534. Type the person's current unit of assignment in Item 5—Organizational Element. *Example:* 3400 TCHTG/TTGU-A. Item 7—Type of Orders—type in capital letters ROUTINE, CONFIRMATORY, REPEATED, BLANKET, OR PERMISSIVE, as the case may be. (NOTE: You may use the word PERMISSIVE for employees traveling at no expense to the government.) What next? In Item 8—Security Clearance—type the security clearance of the traveler as shown on AF Form 2583, Record of Personnel Security Investigation and Clearance, or Air Force Security Clearance Office (AFSCO) printout.

What is the purpose of the TDY? This is where Item 9 comes in. Item 9—Purpose of TDY—should be a clear and concise statement of the purpose of the trip. Don't use general statements such as "USAF Matter" or "Official Business." Instead, use the codes "ADM" or "MSN." If the TDY is in connection with field duties, etc., per JTR, and the traveler is participating under field conditions, state this. When the person is attending a school or course, give the title and number of the course. If this is not available, type: "This is a course of instruction." *Example:* Indoctrinate CBPO personnel in retirement processing procedures; to participate in the critique phase of field exercise (OPERATION SHOWDOWN); or, to attend Pilot Instructor Training (T-38), Course Number F111508Q. Also, include one of these travel categories (the category only, not the definition):

Site visit. Visit to a particular site to perform operational or managerial activities; for example, to oversee programs; to carry out an audit, inspection, or repair activity; to conduct negotiations; or to give technical assistance.

Information meeting. Attend a meeting to discuss general agency operations, to review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be site visited.

Training attendance. To receive training.

Speech or presentation. To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

Conference attendance. To attend a conference, convention, seminar, or symposium for purpose of observation or education only, with no formal role in the proceedings.

Entitlement travel. Travel to which an employee (or dependent) is entitled as a result of an assignment; for example, official vacation or home leave; medical, emergency, and education travel.

Special mission travel. To carry out a special agency mission; for example, noncombat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by federal beneficiaries and other nonemployees.

Other travel. To travel for reasons that are not shown in one of the other categories.

The next section is Item 10a—Approx. No. of Days of TDY. Here you should show the number of days the traveler will be at the TDY location(s) and return. *Do not* include delays en route. If the traveler remains on TDY beyond the number of days shown, the order need not be amended if the number of days specified is not exceeded by 100 percent or 7 days, whichever is less. *Example:* 5 days TDY authorized. Traveler remains on TDY for 10 days; amendment not necessary. But, if the traveler remains on TDY 12 days, publish an amendment extending TDY. For repeated TDY orders, place a statement in Item 16 regarding the number of trips. For blanket or repeated TDY orders, leave this block blank.

NOTE: An extension of 179 days TDY requires prior Secretarial approval. In such a situation, in Item 16 type, "SAF approval was granted IAW AFR 36-20 (or AFR 39-11, as applicable) by (cite letter, message, etc.) on (date)."

What happens to the order if the individual cannot go TDY on the date he or she planned? An order is valid for seven days before or after the date shown in Item 10b—Proceed O/A (Date)—except that the traveler may not depart before the date the order is authenticated. *Example:* Date shown on order is 7 May 8_. The traveler does not depart until 12 May 8_. No amendment is needed here. If the departure is 15 May 8_, however, do publish a new order. For blanket and repeated orders, show the inclusive dates; for example, 1 Oct 8_ - 30 Sep 8_.

NOTE: If a new order is issued because the effective date has passed, the old order may be revoked in the Remarks section of the new order. *Example:* SO TA 1945, 6 May 8_, relating to above individual(s) is revoked.

When you get to this next section, remember that you are taking a two-way trip. As a minimum you will list three locations in Item 11—Itinerary—the location you are leaving from; the location you are going to; and the location to which you will return. Before we get into the itinerary, we need to emphasize a point. As we have said, only essential variations in itinerary are permitted, so check this block only if the orders issuing/approval official has approved variations in itinerary on an AF Form 1820, Request/Justification for Special Authorizations. *Do not* authorize variations in repeated, blanket, or permissive TDY orders. Now lets get to the itinerary.

For the location that you are leaving from, type FROM: as shown in figure 3-6, directly under ITINERARY. As the "where from," use the permanent station, the leave address, the TDY point (when new orders are being published for further TDY), or the station where this person is assigned for a special or short tour of active duty (AD). If the traveler is at a leave address, a TDY station, or on a short or special tour of AD, enter in Item 16: "Presently on (TDY, short tour of AD, or leave) per (include here enough information to identify the order)."

For the location you are going to, type TO: directly under FROM: (fig. 3-6). When possible, give the specific location of the TDY; for example, the name of the unit and military installation or building and city, and the name of the state or country.

For the location you are returning to, type RETURN TO: directly under the TO:. Normally, the return you show here will be to the traveler's permanent station—the same location you put after the FROM element. If the traveler is ordered to TDY from a leave address, and this person is to revert to leave status, type "(number) days leave authorized." If the traveler is ordered on further TDY from a TDY point and is to return to his or her first TDY station, include in Item 16: "Upon completion, return to (TDY station) and comply with existing orders."

NOTE: When the FROM and/or RETURN TO addresses differ from the organization publishing the order, include the ZIP code on those showing an Air Force base; for all others, include a complete address (street, city, state, and ZIP code).

Who decides how you are to travel to your TDY location? In Item 12—Mode of Transportation—indicate the mode of transportation when the requirements of the duty can be met only by a specified mode of transportation (travel by POV cannot be directed). In these instances, state "Travel by (mode) is directed" in Item 16. Do not specify Government aircraft for civilian employees, because civilians cannot be directed to travel by military aircraft. The orders-issuing/approving official must make the determination that privately owned conveyance (POC) is more advantageous to the Government (see AFR 10-7). Except when it costs *less* than transportation by common carrier, POC travel may not be authorized.

The upper box of Item 13 is self-explanatory. But when a reduced rate is to be prescribed, type an "X" in the lower box—"Other Rate of Per Diem"—and after it type: "Per diem $______________ IAW (cite authority)." Ignore "Other," and "Total" in Item 14 below unless such information is required by local instruction.

If a traveler is to receive an advance of travel and transportation funds, fill in Item 15—Advance Authorized—with the amount to be granted according to the JTR.

Item 16—Remarks—is where most of the special authorizations and any other pertinent information is listed. If necessary, continue these comments on a separate sheet of bond paper. This section might include comments such as these:

If TDY is for 30 days or more at one location, state: "Pursuant to AFR 30-15 you will report to the base housing referral office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing."

Confirmatory orders include this statement: "Submit travel voucher within 5 days after receipt of orders." For permissive orders, state: "Submit a no-pay voucher within 5 workdays after completion of travel."

In school or course instructions include the class entry date and the trainee's primary or additional Air Force specialty code. If applicable, include this statement: "During the period of TDY, individual is attached to (unit) for administration." Include this statement in all school orders: "Individual will report to TDY station NET (hour and date) or NLT (hour and date); and will depart TDY station NLT 1 day after completion of training course."

If a traveler is to be attached to a unit when TDY is for the purpose of separation, reenlistment, or commission, state: "During the period of TDY, individual is attached to (unit) for (administration) (separation) (reenlistment) (appointment) processing."

If the person's travel is restricted under the provisions of AFR 205-32, *USAF Personnel Security Program*, include "Duty and travel restricted per AFR 205-32" in this block.

Normally, when the person will travel by other than privately owned conveyance, the transportation officer determines the mode of transportation to be used. However, when only one method is practical, specify "travel by (mode of transportation) is directed." If the orders-issuing/approving official decides that Government procured transportation be directed, add: "Government procured transportation is directed."

If the traveler is participating in a public ceremony or demonstration, and the expense will be borne by the sponsoring agency, include the statement: "Travel will be performed at no expense to the Government; expenses will be borne by *(organization/agency)*."

If the Air Force is to get back the cost of travel from another branch of service, Government agency, or a foreign Government, state: "Recoupment of expenses incident to this order will be effected by USAF from (agency concerned)."

To authorize permissive TDY in conjunction with official TDY to permit individuals or groups, such as bands, to perform at unofficial functions, and when the per diem will be paid by the host, include the statement: "Permissive TDY at no expense to the Government authorized from (hour and date) to (hour and date) for the purpose of (state purpose, i.e., performing at officer and NCO open messes, etc.)" If, however, the permissive TDY is for some other purpose, include: "No more than __________ days permissive TDY, including travel time, is authorized at no expense to the Government for the purpose of (state purpose)."

For permissive TDY not in conjunction with official TDY, state: "Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Authority: AFR 35-26, (military personnel) or JTR, Volume 2 (civilian personnel)."

When repeated TDY travel is involved, include the statement: "Traveler is authorized to perform (number) round trips each (week, month, year, or during period indicated in Item 10b)."

If the TDY is in connection with an exercise, a maneuver, or another similar activity, you must include the dates of the actual period of the exercise, as defined in the exercise plan. *Example:* "The actual period of (name of maneuver, exercise, etc.) is from (date) to (date)."

When employees use their privately owned trailer or mobile home as lodging while traveling and/or on TDY, include this statement: "Employees intend to use their (privately owned trailer/mobile home) for lodging (while traveling and/or TDY)."

You must include the leave address when leave is granted for reasons other than to cover excess travel time. In such situations, give the number of days authorized and the address. When the address is not the personal address of the member, state: "In care of (name of the individual)."

Leave Item 17—Requesting Official (Title and Signature)—blank unless local instruction requires that you complete it.

Item 18—Approving Official (Title and Signature)—is more or less explanatory. Just follow the example in figure 3-6. When the TDY orders are prepared by the CBPO, signature authority is limited to NCOs in pay grades E-6 through E-9, a commissioned officer, a warrant officer, or civilians in grade GS-7 or higher.

The remaining Items of the DD Form 1610 will be completed by the office that has final approval authority for administrative orders at your location. Once you have completed Item 18 your work is done.

Not only because they present some unique problems but also because some aspects of their use do not fit well under the separate Items of DD Form 1610, we now must look at blanket TDY orders, repeated TDY orders, and permissive/no expense to Government orders, in that order.

Blanket Temporary Duty Orders. Blanket TDY orders are published for individuals who regularly and frequently make trips away from their permanent duty stations within certain geographical limits. TDY orders of this kind do not expire when these persons return to their permanent duty station. They continue in effect until they expire or are rescinded. No blanket TDY orders may extend from one fiscal year into another, nor may they be used for any one trip in excess of 179 days. If orders of this kind are required for the same people during subsequent fiscal years, new orders must be published.

Authority for publishing blanket TDY orders can be approved by the Chief of Staff, HQ USAF, and the commander of a MAJCOM. Commanders of MAJCOMs can delegate approval authority to lower echelons.

Blanket TDY orders must contain the same information and data that other orders prescribing TDY of a similar nature require; except that the geographical area in which the person is to travel must be specified, the effective and expiration dates of the order must be prescribed, and the following statement must be included: "Travel in connection with meetings per AFR 30-9 not authorized by this order." You may compose blanket TDY orders or use DD Form 1610.

Repeated Temporary Duty Orders. Repeated TDY orders allow the persons concerned any necessary number of separate round-trip journeys from the permanent duty station to and from, or between, specified locations.

NOTE: "Specified locations" means that the TDY locations must be listed in the order in which they are to be visited.

Do not authorize variations in itinerary in repeated travel orders. You should know that each separate journey may necessitate stopover for duty at one or more places before the traveler returns to the permanent duty station. Neither may travel be solely between a place of duty and a place of lodging.

Repeated TDY orders do not expire when the traveler returns to the permanent duty station, but continue in effect until they expire or are rescinded. Note, too, that repeated TDY orders must not extend from one fiscal year into another, nor may they be used for any one trip in excess of 179 days. Just like blanket TDY orders, if repeated orders are required for the same people during subsequent fiscal years, new orders must be published.

Any commander authorized to publish travel orders can publish repeated TDY orders. Repeated TDY orders must contain the same general information as prescribed in figure 3-6. In addition, give the effective and expiration dates of the order and specify the number of round trips that can be made.

Permissive/No-Expense-to-Government Orders. These are orders that allow individuals to be away from their duty stations without being charged leave. There is no reimbursement for travel expenses. You may compose the order or use a DD Form 1610. These orders must contain the same general information as prescribed for TDY, except that they must state a specific rather than an approximate number of days, including travel time. Include these statements in the orders: "Submit a no-pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty, traveling at personal expense, and eligible for military furlough fare discounts."

Exercises (238):

1. On what form are TDY orders published?

2. Under Item 7, Type of Orders, as well as entering ROUTINE for regular TDY, what are four other similarly capitalized entries you might enter?

3. What should not be included in Item 10a?

4. If the traveler is at a leave address, a TDY station, or on a short or special tour of AD, what statement do you include in the orders? In what block?

5. With one exception, orders must not authorize travel by POC as more advantageous to the Government for the purpose of attending schools or courses. What is the exception?

6. What is the correct procedure for completing Item 14, Estimated Cost, i.e., the four smaller blocks within this item?

7. What (a) must be included and (b) included only if applicable in Item 16, Remarks, regarding schools or courses?

8. What statement would you put in the Remarks section to permit a person or group on permissive TDY to perform at an unofficial function, when per diem will be paid by the host?

9. What is the proper procedure for dealing with Item 17, Requesting Official (Title and Signature)?

10. What is the purpose of blanket TDY orders?

11. What two limitations are placed on publishing both blanket and repeated TDY orders?

12. Who may approve blanket TDY orders?

13. How does a blanket TDY order differ from a normal TDY order?

14. Repeated TDY orders are used for what purpose?

15. Who has the authority to publish repeated TDY orders?

16. What are permissive TDY orders?

239. State how special authorizations and variations in itinerary are used in orders.

Special Authorizations. When travel cannot be performed by normal transportation facilities or when special travel authorizations are required, include in the travel orders the applicable statement(s) from AFR 10-7, *Administrative Orders*. Written justification is required when special authorization is included in travel orders. The orders-issuing/approving official determines the need for special authorizations and for maintaining and disposing justification files; the same applies to after-the-fact approvals. Special authorizations are justified on AF Form 1820, Request/Justification for Special Authorizations. Justification files are classified the same as background material and are disposed of as prescribed in AFR 12-50, Vol II, *Documentation Disposition Standards*.

Justification must be based primarily on advantage to the Government—not the convenience of the traveler. Some of the factors to consider are: mission requirements, availability of satisfactory commercial or Government transportation, and cost to the Government. Include in the "Remarks" block of the order: "Justification for determining the special authorization(s) in this order is maintained in (functional address)." AFR 10-7 gives examples of special authorizations.

Variations in Itinerary. Authorization for variations in itinerary permits the omission of travel to places stated in a travel order, changes in the order of travel to places shown, necessary travel between places shown, and travel to additional places not shown but necessary to the mission. Generally, the purpose of a trip and places of TDY assignment are known when a travel order is published. Authorization for variations in itinerary should not be used as an excuse for poor trip planning. Variations may generally be authorized only when the destination is classified or when the traveler is a member of a traveling inspection team. Solid justification is required in all cases.

Exercises (239):

1. When travel cannot be performed by normal transportation and facilities or when travel authorization is required, what must be included in the travel order?

2. What form is used for justifying special authorizations?

3. On what are justifications for special authorizations primarily based?

4. Name factors to consider in determining whether a special authorization is to the advantage of the Government.

5. **What does a variation in itinerary provide for in orders?**

6. **Is it permissible to authorize variations in itinerary when the purpose of a TDY is to attend a professional meeting?**

240. State factors that relate to issuance of NATO travel orders.

North Atlantic Treaty Organization (NATO) Travel Orders. NATO Standardization Agreement 2026 sets out the requirements for NATO travel orders. All military personnel, except attaches and mission personnel, must have both PCS orders and a NATO travel order (fig. 3-7) when they enter, depart, or travel through a NATO country. The NATO countries are: Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Norway, Portugal, the Netherlands, Turkey, the United Kingdom, and the United States. The requirements of the *Foreign Clearance Guide* take precedence in determining whether a military traveler must have a NATO travel order in his or her possession.

All NATO travel orders must be numbered to correspond with the individual's basic travel order. One copy of the order must be given to the traveler. File and record copies are not required, unless they are prescribed by the MAJCOM.

Paragraphs 1 and 2 of these orders must be completed for all TDY or PCS travel. Paragraphs 3 and 4 are used only when necessary. These orders may be reproduced and completed as required.

When there is a need for frequent travel from one NATO country to another, the NATO travel order may cover a period not to exceed one year from the date of publication.

Exercises (240):

1. By whom are NATO travel orders used?

2. How are NATO travel orders numbered?

3. NATO travel orders may cover how long a time?

241. Specify the contents of special orders related to promoting and demoting airmen.

Promoting Airmen. The following information must be included in special orders promoting airmen.

a. Grade, name, SSAN, and organization.

b. Grade to which promoted, indicating that the grade is permanent.

c. Date of rank.

d. Effective date of the promotion.

e. Promotion cycle and sequence number of the promotion. (This is applicable only for promotion of grades E-4 through E-7.)

f. A statement citing the regulation under which the promotion is effected and the document authorizing the promotion.

NOTE: Personnel data changes may be included in these orders. But don't delay publishing the orders to process or coordinate other personnel actions for inclusion in them. *Example:* Each of the following technical sergeants, HQ 5 Wea Wg (MAC), this station, is promoted to the permanent grade of master sergeant effective this date with date of rank 1 Dec 8_. Promotion cycle 84A7. The promotion of any airmen not under the jurisdiction of this organization on the effective date of this order is without effect. Authority: AFR 39-29 and AFMPC/DRMAW Msg 151120Z Nov 8 __.

NAME	*SSAN*	*PROMOTION SEQUENCE N*
CHARLES R. TIME	432-83-2482	012340.0
JEROME A. GENTRY	140-14-0620	01290.5
ERNEST A. HARMON	163-78-9200	01299.0

Demotion. Enter the following information on special orders demoting airmen:

a. Grade, name, SSAN, unit, major command, and unit address of the individual being demoted.

b. Grade from which demoted, indicating that the grade is permanent.

c. Grade to which demoted, indicating that the grade is permanent.

d. Date of rank in grade to which demoted.

e. Paragraph of AFR 39-30, *Administrative Demotion of Airmen*, under which the airman was demoted.

f. If an airman must be removed from a proficiency rating as a result of demotion, include the proficiency rating from which he or she is being removed, the effective date, the control AFSC, and the authority.

Example: SSgt JOHN A. DOE, 268-07-4112, HQ SAC, Offutt AFB NE 68113, is demoted from permanent grade of SSgt to permanent grade of Sgt, effective this date, with date of rank 15 Aug 8_. Authority: AFR 39-30.

You can find more detailed instructions for preparing this type of order in AFR 10-7.

Exercises (241):

1. What information must be included in a promotion order?

(Letterhead of Organization Issuing the NATO Travel Order)

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

Country of Origin: United States
Pays de provenance:

Order Number: (Enter PCS or TDY Order No.)
Numero de serie: ____________

1. The bearer (and group as shown hereon or on attached list)
Le porteur (et personnel porte ci-dessus ou sur la liste jointe)

____
____
____
____

Grade of rank/Grade, Name/Nom, and Social Security Number/No Miles

2. Will travel from ____________________ to ____________________
Fera mouvement de

via ____________________ Date of departure ____________________
via Date du depart

Expected date of return (Leave blank when member has PCS orders)
Date probable de retour

3. Authority (is) (is not) granted to possess and carry arms.
Autorisation de port d'armes (accordee) (non accordee).

4. The person named in paragraph 1 is authorized to carry ____________
La personne indiquee au paragraphe 1 est autorisee a porter

sealed dispatches, containing only official documents, numbered ____________
plis scelles, ne contiennent que des documents officiels, numerotes

5. I hereby certify that this individual/group* is/are* member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

(*Delete if not applicable.)

Je soussigne certifie que la personnel vise appartient a une armee telle que definie dans l'Accord OTAN sur le statut des Forces armees et que ce deplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra etre presente sur demande des autorites civiles et militaires.

FOR THE COMMANDER: (Or appropriate authority line)

____
Officer Authorizing Movement
Officier autorisant le mouvement

____
Date of Issue
Date de l'autorisation

NPA5-383A

Figure 3-7. Sample, NATO travel order.

2. What factor might keep you from including personnel data changes in special orders promoting an airman?

3. What date of rank is shown in a special order demoting an airman?

4. What is the source authority for demoting airmen?

5. If an airman must be removed from a proficiency rating because demotion is required, what must you include in the special orders?

3-3. Reserve, Aeronautical, and Movement Orders

We have covered special orders (one of the four types of administrative orders) in detail. You will handle that type of order more often than the three we are about to cover, however, you will—at some point in your career—undoubtedly have to handle these types of orders. The format for these orders is basically the same as that for special orders. AFR 10-7 gives detailed examples.

242. State how reserve, aeronautical, and movement orders are used.

Reserve Orders. Reserve orders appoint, assign, promote, retire, discharge; order to tours of annual, school, and special active duty; and change the personnel status of members of the Air Force Reserve who are not on extended active duty (EAD). They may not order members of the Air Force Reserve to EAD; effect court-martial actions; or effect aeronautical ratings, designations, or flying status.

Aeronautical Orders. Aeronautical orders award flight and parachute ratings, place, remove, or suspend individuals on flying status.

Movement Orders. Movement orders are published by MAJCOMs, or certain other designated levels, to effect movement of units within their commands or to comply with instructions contained in a movement directive.

Exercises (242):

1. Name three cases in which a Reserve order cannot be used.

2. What kind of special order places an individual on flying status?

3. What kind of special order changes the personnel status of members of the Air Force Reserve not on EAD?

CHAPTER 4

Preparation of Performance Reports

DO YOU REMEMBER that when you were in school your report card indicated your conduct in class and your grades for the various subjects? This was the school's method of letting you and your parents know how you were doing in school. In a way, the Air Force uses a similar method to evaluate its personnel. It uses a performance report as prescribed in AFR 39-62, *Noncommissioned Officer and Airman Performance Reports*. These reports, which are prepared by your supervisor, cover such areas as your duty performance, working relations, learning ability, self-improvement efforts, training and supervising abilities, adaptability to military life, and bearing and behavior.

As an administrator, you will be more involved with these reports than most other Air Force personnel. Besides receiving a periodic report from your supervisor and, later on, writing reports on the people you supervise, you will be responsible also for typing and processing the reports written by and for the other people in your organization.

4-1. Preparing Performance Reports and Letters of Evaluation (LOEs)

We will first define some of the terms associated with the enlisted performance rating system, and then take a look at the instructions for preparing Performance Reports and LOEs.

243. Specify the meaning of terms associated with airman performance reports.

Airman Performance Report (APR). A periodic evaluation of an individual's performance is prepared on one of three forms: AF Form 909, Airman Performance Report, (Airman Basic through Senior Airman); AF Form 910, TSgt, SSgt, Sgt Performance Report; or AF Form 911, CMSgt, SMSgt, MSgt Performance Report. The sections we mention under these terms relate to sections of these forms. The ratee's rank on the closeout date of the APR determines which form is used.

Ratee. The member being rated.

Evaluator. Any official who acts as a rater or indorser.

Rater. The person designated on an AF Form 2095, Assignment/Personnel Action, to prepare a report. He or she is usually the ratee's immediate supervisor. A rater may be an officer or NCO of a US or foreign military service, a senior airman, or a civilian. Airman First Class and below do not qualify as raters.

Indorsers. These evaluators are described as follows:

1st indorser. Usually the rater's rater, as designated on AF Form 2095. The 1st indorser may defer to a person higher in the rating chain, if desired.

2d or 3d indorser. Any person who is in the ratee's rating chain and who adds an additional indorsement to an APR. The 2d and 3d indorser may defer to a person higher in the rating chain, if desired.

Mandatory indorser. An indorser who meets the special requirements specified in AFR 39-62.

Referral Report. A report that contains any or all of the following ratings or remarks made by an evaluator must be referred to the ratee:

a. A rating in the lowest block (excluding Not Observed) in any one item in Section III.

b. An overall evaluation of 0 to 1 in Section IV.

c. Any comments in the APR, or the attachments, that refer to behavior incompatible with Air Force standards for personal conduct, character, or integrity—omissions, or misrepresentation of facts in official statements or documents, serious financial irresponsibility, unsatisfactory progress on the Weight Management Program, confirmed incidents of discrimination or mistreatment, illegal use of drugs, being absent without leave (AWOL), and so on.

d. A report can be, but doesn't have to be referred just because it mentions less than acceptable performance; that is, below standard duty performance, dress, bearing, judgment, leadership, supervision, or similar judgmental subjective areas. If there is a reasonable doubt as to whether the APR should be referred, then it should be.

Period of supervision. The number of calendar days during the report period that the ratee was supervised by the rater.

Significant disagreement. A disagreement by an indorser with the ratings of the previous evaluator that results in one of the following:

a. A change of two or more blocks in a single performance factor in Section III. (Bearing and Behavior are considered as separate performance factors.)

b. A change of one or more blocks in any three or more performance factors in Section III.

c. A change of one or more blocks in Section IV.

Closeout date. The last day of the reporting period (the "thru" date on the APR notice).

Directed report. A report written usually at the request of a commander for a special purpose.

Exercises (243):

1. Match the terms in column B with the definitions in column A.

Column A	*Column B*
___ (1) The "thru" date on the APR notice.	a. Rater. b. 1st indorser.

Column A

____ (2) A "special purpose" report.
____ (3) The rater's rater.
____ (4) Ratee's immediate supervisor.
____ (5) A change of one or more boxes in Section IV.
____ (6) A rating in the lowest block in Section III.

Column B

c. Significant disagreement.
d. Closeout date.
e. Referral report.
f. Directed report.

244. Identify the contents, use, and procedures to follow in preparing APRs.

General Information. APRs should be typed. If no typewriter is available, print entries or legibly write them in reproducible ink (black or dark blue only). Use whiteout and pen-and-ink changes to correct minor errors. Corrections and erasures that change sentence meaning must be initialed by the evaluator making the change. Redo reports that contain too many corrections. While accuracy and neatness are important, use good judgement in determining which errors are significant enough to redo a report. Try to reduce errors, but don't demand unrealistic standards. While we are on the subject of errors, you should know that no corrections or erasures are permitted in Sections III, Evaluation of Performance; or IV, Overall Evaluation. Use the commonly accepted standards of good English usage as your main guide for preparing the "Comments" sections of the APR. Crowding comments on the form by "rolling" the typewriter or using other such "shortcuts" will make the report unacceptable and you'll have to do it over. Although you can use phrases to save space, you should not use nicknames, code names, or acronyms. However, if you must use them, explain and describe the part the ratee played in the exercise or project. Do not use bold print, unusual typewriter fonts, underlining, capitalization, etc., just to emphasize comments. But you may use them to identify proper names, titles of publications, etc.

The APR Notice. The best management tool to assure that performance reports are submitted on time is the APR notice, or shell, as it is more commonly called. This is a computer printout the APR section of CBPO sends to the rater's orderly room. The orderly room then sends the shell to the rater with a suspense date on it. The shell tells the rater the reason for the report, and gives the time period for which the report should be written, the number of days of supervision, and other pertinent information required to complete the APR form. You can almost count on receiving an APR shell if the mandatory annual report is due. The second copy of the shell will be sent with the APR through the rating chain to the CBPO. However, you may not receive a shell for reports that are required for reasons such as a sudden change of rater, or a disciplinary action. In the final analysis, it is the responsibility of the rater to know when an APR is due.

Completing the APR Form. As you learned in our section on terms, three forms are used for evaluating performance: AF Form 909 (Airman Basic through Senior Airman), AF Form 910 (TSgt, SSgt, Sgt Performance Report), and AF Form 911 (CMSgt, SMSgt, MSgt Performance Report). Since there is very little difference among these forms, we tell you how to complete only the AF Form 909 (figs. 4-1 and 4-2). These instructions apply to the other two forms as well.

Section I (Ratee Identification Data). Information for this section is normally taken directly from the APR shell, or is provided by the rater.

Name. Enter the ratee's last name, first name, middle initial and Jr., Sr., and so on. Name may be capitalized or in upper- and lower-case letters.

SSAN. Enter SSAN (prefix optional).

Grade. Enter the grade the ratee held on the closeout date of the report. Grade may be capitalized or in upper- and lower-case letters.

Organization, command, location, and personnel accounting symbol (PAS) code. Enter organization designation, command, location, and PAS code to which ratee was assigned on the closeout date of the report. If the ratee is assigned to one location but working at another, enter the information for the unit to which the ratee is assigned, followed by the organization and location where he or she is working.

Example:

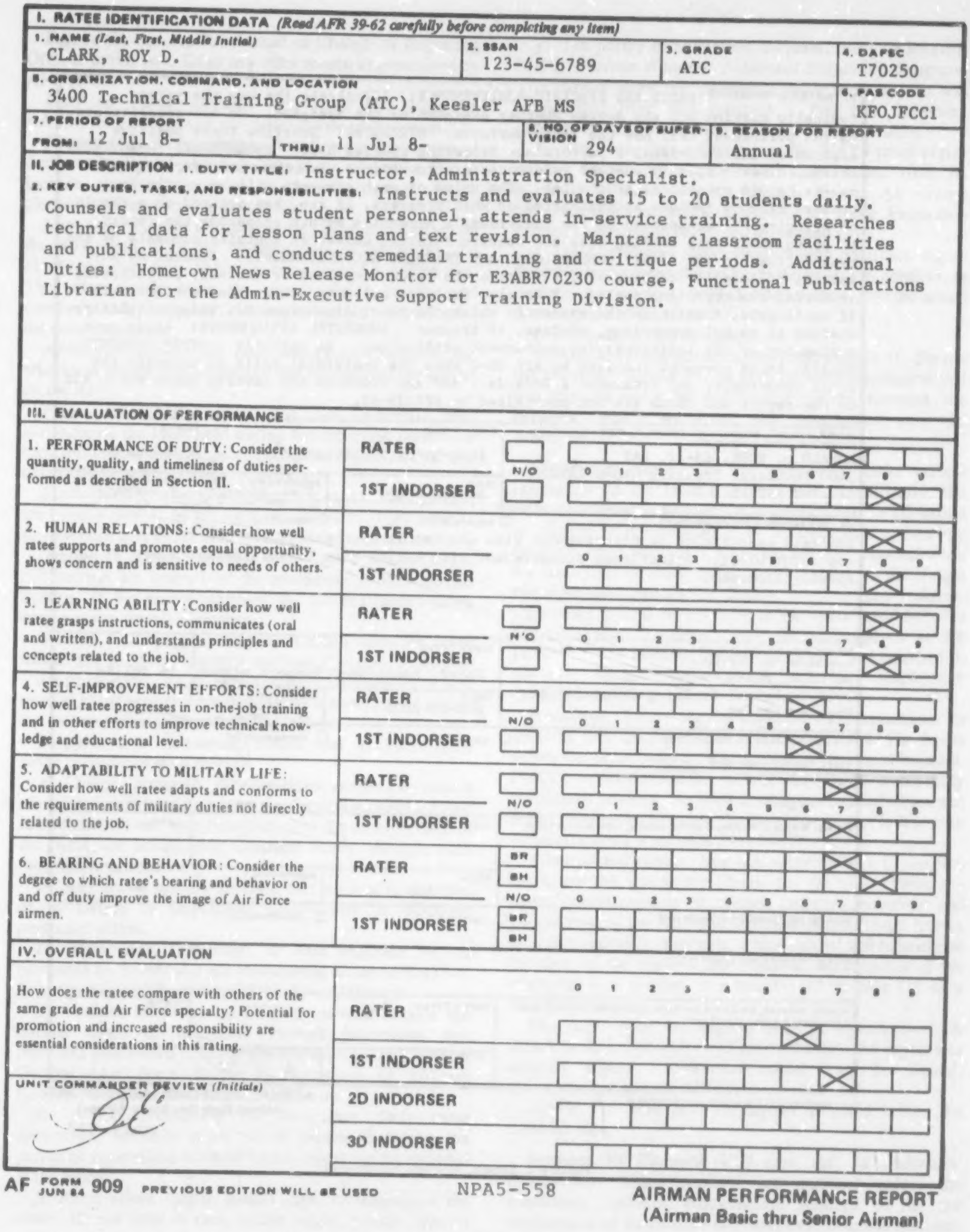
Air Force Manpower and Personnel Center (AFMPC)
Randolph AFB TX
RJO9FJQ2
w/duty Air Force Human Resources Lab
Brooks AFB TX

Period of report. This block is filled out in the following manner:

a. From date. The period of the report begins with the day after the last report closed out. An individual's first report, or first report after a break in service, begins with the date of entry or reentry on active duty.

b. Through date. When the report is written as a result of retirement or separation of the rater or reassignment (PCS) of either the ratee or rater, it is usually closed out 30 calendar days before the rater's or the ratee's departure date. If the ratee will complete the minimum 120 calendar days supervision within the 30 calendar days before the departure date, the closeout date of the report is the last day of the 120-calendar-day period of supervision. A report will never be closed out on or after the actual PCS departure, retirement, or separation date of the rater or ratee. The closeout date of a directed report is the date specified by the authority who directs it. In the event of an emergency or short notice departure, and in all other instances, the closeout date is the day before the effective date of the event that requires the report to be done.

Days of supervision. This, of course, is the number of days the ratee was under the supervision of the rater. Subtract from this total periods of 30 or more consecutive calendar days during which the ratee was not supervised by the rater because either the ratee or the rater was on TDY, leave, travel, patient status, in local classroom training, absent without leave (AWOL), or dropped from the role (DFR).



I. RATEE IDENTIFICATION DATA *(Read AFR 39-62 carefully before completing any item)*

1. NAME *(Last, First, Middle Initial)* CLARK, ROY D.	2. SSAN 123-45-6789	3. GRADE AIC	4. DAFSC T70250
5. ORGANIZATION, COMMAND, AND LOCATION 3400 Technical Training Group (ATC), Keesler AFB MS			6. PAS CODE KFOJFCC1
7. PERIOD OF REPORT FROM: 12 Jul 8- THRU: 11 Jul 8-		8. NO. OF DAYS OF SUPERVISION 294	9. REASON FOR REPORT Annual

II. JOB DESCRIPTION 1. DUTY TITLE: Instructor, Administration Specialist.

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES: Instructs and evaluates 15 to 20 students daily. Counsels and evaluates student personnel, attends in-service training. Researches technical data for lesson plans and text revision. Maintains classroom facilities and publications, and conducts remedial training and critique periods. Additional Duties: Hometown News Release Monitor for E3ABR70230 course, Functional Publications Librarian for the Admin-Executive Support Training Division.

III. EVALUATION OF PERFORMANCE

		N/O	0	1	2	3	4	5	6	7	8	9
1. PERFORMANCE OF DUTY: Consider the quantity, quality, and timeliness of duties performed as described in Section II.	RATER	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐
	1ST INDORSER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
2. HUMAN RELATIONS: Consider how well ratee supports and promotes equal opportunity, shows concern and is sensitive to needs of others.	RATER		☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
	1ST INDORSER		☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
3. LEARNING ABILITY: Consider how well ratee grasps instructions, communicates (oral and written), and understands principles and concepts related to the job.	RATER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
	1ST INDORSER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
4. SELF-IMPROVEMENT EFFORTS: Consider how well ratee progresses in on-the-job training and in other efforts to improve technical knowledge and educational level.	RATER	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐
	1ST INDORSER	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐
5. ADAPTABILITY TO MILITARY LIFE: Consider how well ratee adapts and conforms to the requirements of military duties not directly related to the job.	RATER	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐
	1ST INDORSER	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐
6. BEARING AND BEHAVIOR: Consider the degree to which ratee's bearing and behavior on and off duty improve the image of Air Force airmen.	RATER BR		☐	☐	☐	☐	☐	☐	☐	☒	☐	☐
	RATER BH		☐	☐	☐	☐	☐	☐	☐	☐	☒	☐
	1ST INDORSER BR		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	1ST INDORSER BH		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

IV. OVERALL EVALUATION

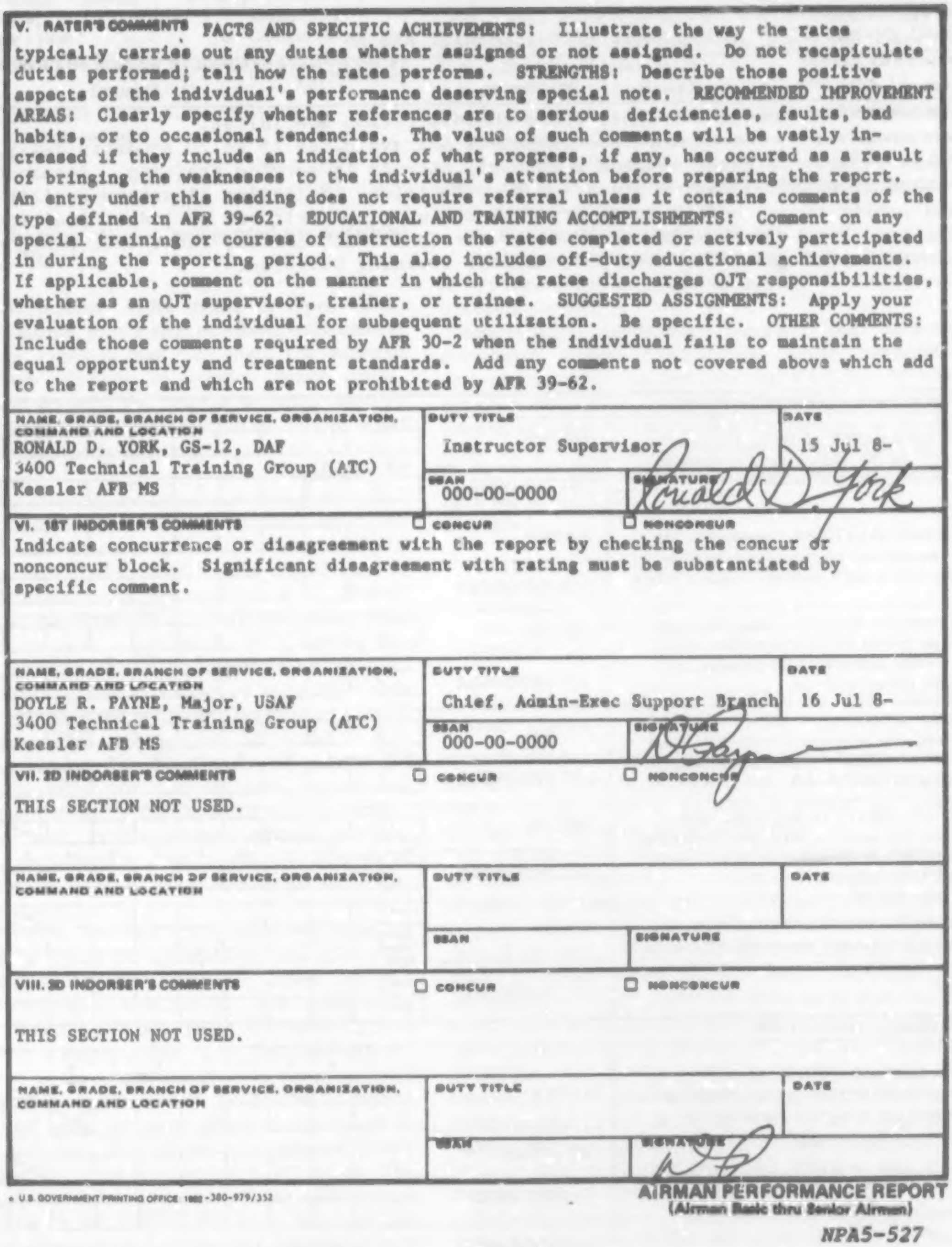
How does the ratee compare with others of the same grade and Air Force specialty? Potential for promotion and increased responsibility are essential considerations in this rating.

	0	1	2	3	4	5	6	7	8	9
RATER	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐
1ST INDORSER	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐
2D INDORSER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3D INDORSER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

UNIT COMMANDER REVIEW *(Initials)*

AF FORM JUN 84 909 PREVIOUS EDITION WILL BE USED NPA5-558 **AIRMAN PERFORMANCE REPORT (Airman Basic thru Senior Airman)**

Figure 4-1. Sample, AF Form 909 (front).



V. RATER'S COMMENTS FACTS AND SPECIFIC ACHIEVEMENTS: Illustrate the way the ratee typically carries out any duties whether assigned or not assigned. Do not recapitulate duties performed; tell how the ratee performs. STRENGTHS: Describe those positive aspects of the individual's performance deserving special note. RECOMMENDED IMPROVEMENT AREAS: Clearly specify whether references are to serious deficiencies, faults, bad habits, or to occasional tendencies. The value of such comments will be vastly increased if they include an indication of what progress, if any, has occured as a result of bringing the weaknesses to the individual's attention before preparing the report. An entry under this heading does not require referral unless it contains comments of the type defined in AFR 39-62. EDUCATIONAL AND TRAINING ACCOMPLISHMENTS: Comment on any special training or courses of instruction the ratee completed or actively participated in during the reporting period. This also includes off-duty educational achievements. If applicable, comment on the manner in which the ratee discharges OJT responsibilities, whether as an OJT supervisor, trainer, or trainee. SUGGESTED ASSIGNMENTS: Apply your evaluation of the individual for subsequent utilization. Be specific. OTHER COMMENTS: Include those comments required by AFR 30-2 when the individual fails to maintain the equal opportunity and treatment standards. Add any comments not covered above which add to the report and which are not prohibited by AFR 39-62.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION RONALD D. YORK, GS-12, DAF 3400 Technical Training Group (ATC) Keesler AFB MS	DUTY TITLE Instructor Supervisor	DATE 15 Jul 8-
	SSAN 000-00-0000	SIGNATURE Ronald D. York

VI. 1ST INDORSER'S COMMENTS ☐ CONCUR ☐ NONCONCUR

Indicate concurrence or disagreement with the report by checking the concur or nonconcur block. Significant disagreement with rating must be substantiated by specific comment.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION DOYLE R. PAYNE, Major, USAF 3400 Technical Training Group (ATC) Keesler AFB MS	DUTY TITLE Chief, Admin-Exec Support Branch	DATE 16 Jul 8-
	SSAN 000-00-0000	SIGNATURE D Payne

VII. 2D INDORSER'S COMMENTS ☐ CONCUR ☐ NONCONCUR

THIS SECTION NOT USED.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION	DUTY TITLE	DATE
	SSAN	SIGNATURE

VIII. 3D INDORSER'S COMMENTS ☐ CONCUR ☐ NONCONCUR

THIS SECTION NOT USED.

NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND AND LOCATION	DUTY TITLE	DATE
	SSAN	SIGNATURE

* U.S. GOVERNMENT PRINTING OFFICE: 1982-380-979/352

AIRMAN PERFORMANCE REPORT
(Airman Basic thru Senior Airman)

NPA5-527

Figure 4-2. Sample, AF Form 909 (reverse).

Reason for report. Put Annual or Change of Reporting Official in this box. Enter any other reason as prescribed by AFR 39-62.

Duty Air Force specialty code (DAFSC). Enter the DAFSC the ratee held on the closeout date of the report.

Section II (Job Description). Confine the description of duties to the space provided. You know, of course, not to include classified material in the description. These elements make up the job description.

Duty title. Type in the current duty title as it appears on the APR shell as of the closeout date of the report. To clarify the duty title, abbreviations should be spelled out. The rater should state the ratee's duties clearly and concisely and, if applicable, state the number of personnel the ratee supervises.

Additional duties. The rater should also describe the additional duties that influenced the ratings and comments on the APR.

Prior duties. The rater also lists previous duty assignments the ratee held during the reporting period—if they influenced the ratings or comments. The DAFSC and duty title may be included.

Section III (Evaluation of Performance). Ratings (Xs) are usually entered by the rater and indorsers. They must be *handwritten* in reproducible ink (black or dark blue *only*).

Section IV (Overall Evaluation). Again, ratings (Xs) in this section are entered by the evaluators as they did for Section III. For record purposes, the *last* evaluator's rating becomes the overall evaluation.

Section V (Rater's Comments). Certain items are never mentioned in the Comments sections (Section V through VIII) of an APR. As an administrative specialist, you will need to know exactly what these items are so you can advise evaluators *before* you type the final report.

Inappropriate comments. Raters and indorsers must never consider or even refer to:

a. Charges preferred, investigations, reviews by boards of evaluation or inquiry, or any similar actions related to the ratee that have not been finalized as of the closeout date of the APR, or information obtained solely through such incomplete actions.

b. Any action against the ratee that resulted in acquittal or in failure to implement successfully an intended personnel action.

c. Statements, testimony, or data obtained by, or presented on boards that are confidential under AFR 127-4, *Investigating and Reporting US Air Force Mishaps*.

d. Actions taken by an NCO or airman outside the normal chain of command through procedures that represent guaranteed rights of appeal, such as the Inspector General, Air Force Board of Correction of Military Records, Congressional Inquiry, and so on.

e. A recommendation for decoration. Only those decorations actually approved or presented during the period of supervision covered by the report can be included in the report.

f. Race, ethnic origin, gender, age, or religion of the ratee. Do not refer to race, ethnic origin, gender, age, or religion anywhere in the report where such references could be interpreted as reflecting unfavorably on the person. The pronouns "he," "she," "him," or "her" may be used.

g. Temporary or permanent disqualification under AFR 35-99, *Nuclear Weapons Personnel Reliability Program*. You cannot write, for example, "Airman so and so was disqualified from this program." You can, however, describe the behavior which led to the disqualification.

h. Any score data contained on the WAPS score notice or the Senior NCO promotion score notice (that is, promotion board score, United States Air Force Supervisory Examination (USAFSE) test score, Promotion Fitness Examination (PFE) test score, and so on).

i. Drug or alcohol abuse rehabilitation programs. Again the evaluator's focus should be on the behavior, conduct, or performance resulting from alcohol or abuse, *not* the actual consumption of the alcohol or drugs.

j. Previous reports or ratings.

k. Article 15 and actions taken under Article 15. Do not use the term "Article 15" or even mention punishment that was imposed under this authority. As before, however, the behavior which warranted the punishment may be described.

Mandatory comments. The rater *must* make certain comments on the ratee's performance. Specifically, the rater must provide appropriate remarks when an allegation or charge of discrimination or mistreatment against the ratee has been verified. Comments are also required when the ratee fails to make satisfactory progress on the weight management program or fitness improvement training. Comments should be confined to the space provided. For referral reports, comments may be continued on an AF Form 77, Supplemental Evaluation Sheet, and attached to the APR. We will cover the AF Form 77 in much more detail later in this chapter.

Headings. Raters should organize their comments to coincide with the headings shown in figure 4-2. The figure shows the exact order in which the headings must be used. FACTS AND SPECIFIC ACHIEVEMENTS is the only mandatory heading. Enter all headings in *capital* letters and follow them with concise, factual comments. Indentation or paragraphing is permitted.

Rater identification. Just below the Rater's Comments block are the spaces for identifying the rater. Enter the name, grade, branch of service (military members and Department of the Air Force civilians only), SSAN (prefix or suffix optional), duty title, organization, and location on the date of the report. The SSAN is not required if the evaluator is a civilian or a member of another US or a foreign service.

The rater signs the original form in reproducible ink (black or dark blue only) and enters the date the report was actually signed. Additional copies may be signed, initialed, or stamped SIGNED.

NOTE: An APR is never signed or dated before the closeout date.

Sections VI Through VIII (1st, 2d, 3d Indorsers' Comments). These sections are optional unless the mandatory indorser requirements referred to in our explanation of terms have not been met. If this is the case, the report must be indorsed until the requirement is met.

CONCUR block. If the indorsing official concurs (agrees) with any rating or comment of the previous evaluator, type or print an "X" in the CONCUR block. Comments are optional, but may be included if they add meaning to the report or are required, as in a referral APR.

NONCONCUR block. If the indorser disagrees with any rating or comment of the previous evaluator, place an "X" in the NONCONCUR block. If changes in the ratings result in a significant disagreement, they must be supported with specific comments in this section. If changes do not result in a significant disagreement, comments are optional, but encouraged. Any information that contributes to the meaning of the report should be included.

"THIS SECTION NOT USED" comment. When the mandatory indorser requirements have been met, and the evaluator meeting the requirement decides additional indorsement is not necessary, then he or she:

a. Completes the indorser identification data blocks.

b. Enters "THIS SECTION NOT USED" in the comments blocks of the remaining sections.

c. Initials or signs in the signature block of Section VIII.

This prevents further indorsement of the report.

Indorser identification data. Just below the space for indorser comments are the blocks reserved for identifying the indorser. These blocks are completed in the same manner as those for identifying the rater.

How Many Copies to Prepare. Normally, only an original is prepared for performance reports on TSgts and below. An original and one copy is prepared for MSgt selectees and above. Reproduced copies may be used if they are within plus or minus 3 percent of the size of the original form, and are clear, sharp, and free of excessive smudges. CBPO/DPMQE will return reproduced copies that are difficult to read or that degrade the appearance of airman records.

Routing APRs. Once all evaluators have completed their sections of the report, it must be either handcarried or transmitted in a securely sealed envelope marked APR DATA—TO BE OPENED BY ADDRESSEE ONLY through channels to the unit commander or headquarters squadron section commander for review. The unit commander or headquarters squadron section commander will initial or sign in Section IV of the APR. Neither initials nor signature is required if the unit commander or headquarters squadron section commander is an evaluator on the report. The commander also insures that reports are sent to CBPO/DPMQE for their review and subsequent filing in the member's unit personnel records group (UPRG) no later than 45 calendar days after the closeout date of the report.

Exercises (244):

1. How may corrections be made on an APR?
2. In what section(s) of an APR form are no erasures or corrections permitted?
3. What is the rule concerning the use of nicknames, code names, and acronyms in performance reports?
4. What is the best management tool to assure that APRs are submitted on time?
5. What kind of information do you get from an APR shell?
6. Who has the final responsibility for knowing when an APR is due?
7. List the forms used for evaluating performance and the ranks for which they are completed.
8. Where would you get the information that is to be typed in Section I of the APR form.
9. When does the period of a performance report begin?
10. When would you normally closeout an APR if the rater is going PCS?
11. What is the rule for deducting days from the period of supervision?
12. What elements makeup the job description section of an APR form?
13. What is the procedure for marking rating blocks on an APR form?

14. What types of comments are considered to be inappropriate for entry on an APR form?

15. What is the only mandatory heading to be included in Section V, Rater's Comments?

16. What is the rule for signing or dating an APR form?

17. Under what circumstance would the completion of Sections VI through VIII, 1st, 2d, and 3d Indorser's Comments, be optional?

18. What is the purpose of entering the statement "THIS SECTION NOT USED" in the unused indorser comment blocks of an APR form?

19. How many copies of APRs are normally prepared?

20. Explain the routing procedures for APRs.

245. Identify attachments to performance reports in terms of their purpose and how they are prepared.

Attachments to APRs. There are five kinds of attachments to APRs. They include: continuation sheets (for referral reports only), additional indorsements, letters of evaluation (LOE), letters of referral, and letters of correction. Each of the first three attachments is prepared on an AF Form 77, Supplemental Evaluation Sheet (fig. 4-3). Referral letters and their indorsements are prepared IAW AFR 39-62. Correction letters are prepared IAW AFRs 31-3, *Air Force Board for Correction of Military Records,* and AFR 31-11, *Correction of Officer and Airman Evaluation Reports.* For all practical purposes, these and the AF Form 77 are the only documents authorized as attachments to APRs.

Letter of Evaluation (LOE). Perhaps the attachment most often used by raters is the LOE. There are instances when an evaluation is required, but a rater does not have adequate opportunity to observe a subordinate's performance and personal qualities during the reporting period. For example, there may be a change in raters and not enough time has elapsed since the last APR to write another report. In this case, a LOE is mandatory. Another example would be when the ratee performed temporary duty under the supervision of someone other than the normal rater. An evaluation may not always be mandatory in this case, but the temporary supervisor has the option of doing one just the same.

Preparing AF Form 77. In addition to filling in the blocks of the form, there are two rules to keep in mind: (1) prepare as many copies of mandatory LOEs and other attachments as you make of the APR; and (2) prepare only one copy of optional LOEs.

Section I, Ratee Identification Data. The evaluator gives the typist the information to be entered in this area.

Section II, Type of Report, Part A. An "X" is entered in the SUPPLEMENTAL SHEET block if the form is being used to provide an additional indorsement to an APR, or to continue the comments of a referral APR.

Section II, Part B. If the form is being used as a supplemental sheet, only items 1 and 2 (FROM and THRU dates) are completed. If the form is being used as an LOE, all items (1 through 4) are filled in.

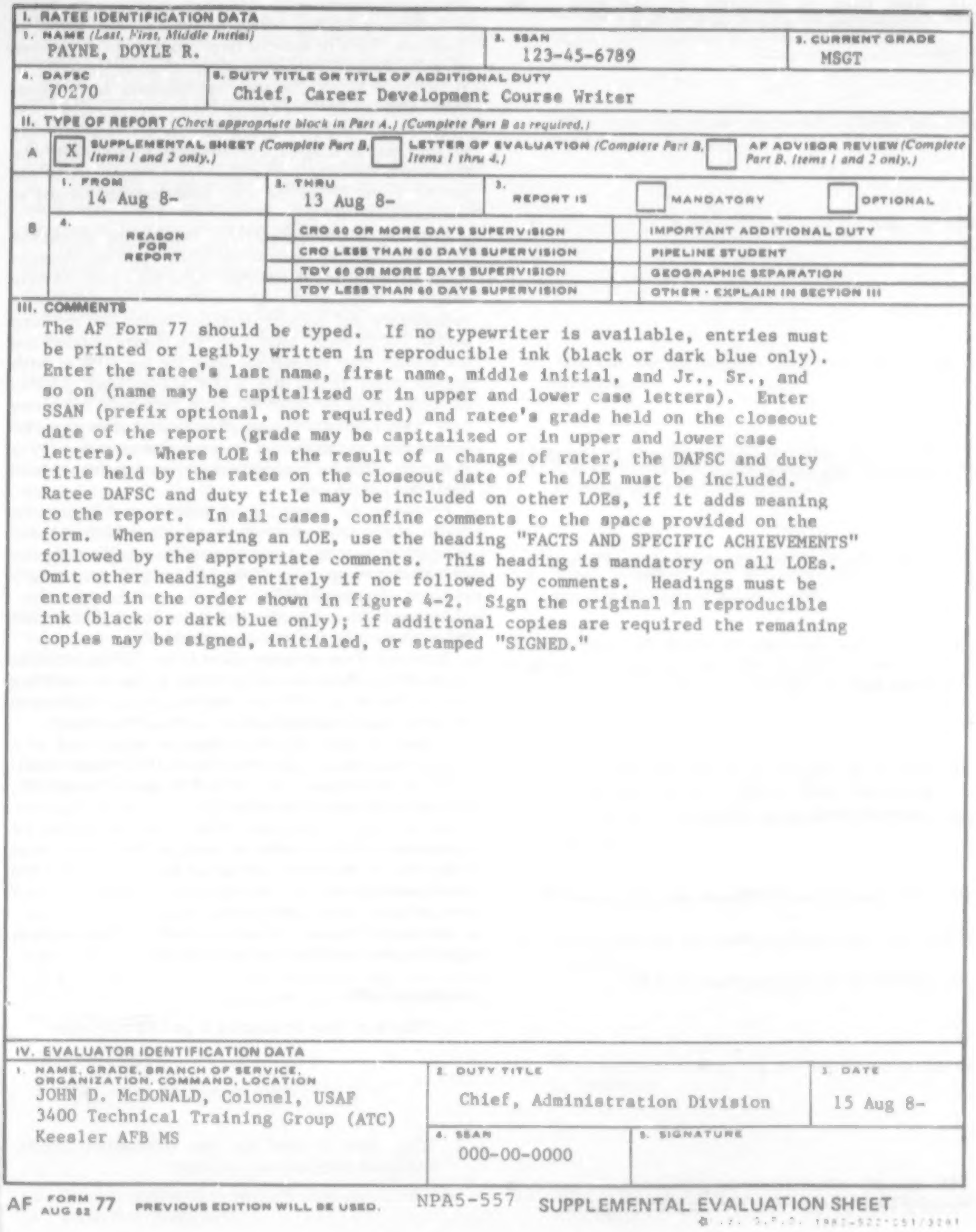
Section III, Comments. Figure 4-3 explains the comments to include in this section if the form is used as an LOE. For the comments and format to be used here when the form is used as a supplemental sheet, you need to check the applicable paragraphs of AFR 39-62.

Section IV, Evaluator Identification Data. This section is typed, signed, and dated just as APRs are.

Exercises (245):

1. What items may be attached to performance reports?

2. What form is used for the continuation sheets, additional indorsements, or LOEs?



I. RATEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle Initial)* PAYNE, DOYLE R.	2. SSAN 123-45-6789	3. CURRENT GRADE MSGT
4. DAFSC 70270	5. DUTY TITLE OR TITLE OF ADDITIONAL DUTY Chief, Career Development Course Writer	

II. TYPE OF REPORT *(Check appropriate block in Part A.) (Complete Part B as required.)*

A	☒ SUPPLEMENTAL SHEET *(Complete Part B, Items 1 and 2 only.)*	☐ LETTER OF EVALUATION *(Complete Part B, Items 1 thru 4.)*	☐ AF ADVISOR REVIEW *(Complete Part B, Items 1 and 2 only.)*		
B	1. FROM 14 Aug 8-	2. THRU 13 Aug 8-	3. REPORT IS	☐ MANDATORY	☐ OPTIONAL
	4. REASON FOR REPORT	☐ CRO 60 OR MORE DAYS SUPERVISION	☐ IMPORTANT ADDITIONAL DUTY		
		☐ CRO LESS THAN 60 DAYS SUPERVISION	☐ PIPELINE STUDENT		
		☐ TDY 60 OR MORE DAYS SUPERVISION	☐ GEOGRAPHIC SEPARATION		
		☐ TDY LESS THAN 60 DAYS SUPERVISION	☐ OTHER · EXPLAIN IN SECTION III		

III. COMMENTS

The AF Form 77 should be typed. If no typewriter is available, entries must be printed or legibly written in reproducible ink (black or dark blue only). Enter the ratee's last name, first name, middle initial, and Jr., Sr., and so on (name may be capitalized or in upper and lower case letters). Enter SSAN (prefix optional, not required) and ratee's grade held on the closeout date of the report (grade may be capitalized or in upper and lower case letters). Where LOE is the result of a change of rater, the DAFSC and duty title held by the ratee on the closeout date of the LOE must be included. Ratee DAFSC and duty title may be included on other LOEs, if it adds meaning to the report. In all cases, confine comments to the space provided on the form. When preparing an LOE, use the heading "FACTS AND SPECIFIC ACHIEVEMENTS" followed by the appropriate comments. This heading is mandatory on all LOEs. Omit other headings entirely if not followed by comments. Headings must be entered in the order shown in figure 4-2. Sign the original in reproducible ink (black or dark blue only); if additional copies are required the remaining copies may be signed, initialed, or stamped "SIGNED."

IV. EVALUATOR IDENTIFICATION DATA

1. NAME, GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION JOHN D. McDONALD, Colonel, USAF 3400 Technical Training Group (ATC) Keesler AFB MS	2. DUTY TITLE Chief, Administration Division	3. DATE 15 Aug 8-
	4. SSAN 000-00-0000	5. SIGNATURE

AF FORM AUG 82 77 PREVIOUS EDITION WILL BE USED. NPA5-557 SUPPLEMENTAL EVALUATION SHEET

U.S. G.P.O. 1982-522-051/3261

Figure 4-3. Sample, AF Form 77.

3. Which attachment is perhaps most often used by evaluators?

4. What action would be taken if there is a change in raters and not enough time has elapsed since the last APR to write another APR?

5. If the AF Form 77 is being used as an LOE, what items in Section II, Part B, of the form must be completed?

6. How many copies of an optional LOE are prepared?

CHAPTER 5

Awards and Decorations

AFR 900-48, *Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices*, states the policy for awarding military and nonmilitary decorations and awards, describes authorized decorations, and gives the procedures for recommending, revoking, preparing, and processing them. Although there are many categories of awards and decorations, we will deal only with the aspects of the program that you must deal with as an Administration Specialist.

246. State the objective of the Air Force awards and decorations program and cite the areas of recognition important to that objective.

Program Objective. The objective of the Air Force Awards and Decoration Program is to foster morale, incentive, and esprit de corps.

Areas of Recognition. These areas of recognition are important to accomplishing the program objective.

Decorations and unit awards provide a way to reach the program's objective through prompt, public recognition of acts of exceptional bravery, outstanding achievement, and meritorious service performed by individuals or units. To preserve their integrity, decorations and unit awards are awarded only to recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. These acts or services must place a person's or unit's performance significantly above that of comparable persons or units and be of such importance that they cannot be appropriately recognized any other way.

Service awards recognize honorable active Federal military service during periods of war or national emergency. They also are awarded for participation in specified, significant military operations and for specific types of service by personnel serving on active duty or as members of the Air Force Reserve.

Air Force achievement awards recognize specific types of achievements of personnel serving on active duty in the Air Force or as members of the Air Force Reserve.

Other recognition includes special badges, certificates, lapel buttons, and such special devices as clasps, arrowheads, stars, and clusters.

Exercises (246):

1. What is the basic objective of the Air Force Awards and Decoration Program?

2. What four areas provide a way to reach the objective of this program?

247. Identify US military decorations commonly awarded to Air Force personnel and state factors to consider in processing them.

US Military Decorations. These awards and decorations are most commonly presented to Department of the Air Force (DAF) personnel: The Distinguished Service Medal (DSM), the Bronze Star Medal (BSM), the Meritorious Service Medal (MSM), the Air Force Commendation Medal (AFCM), and the Air Force Achievement Medal (AFAM).

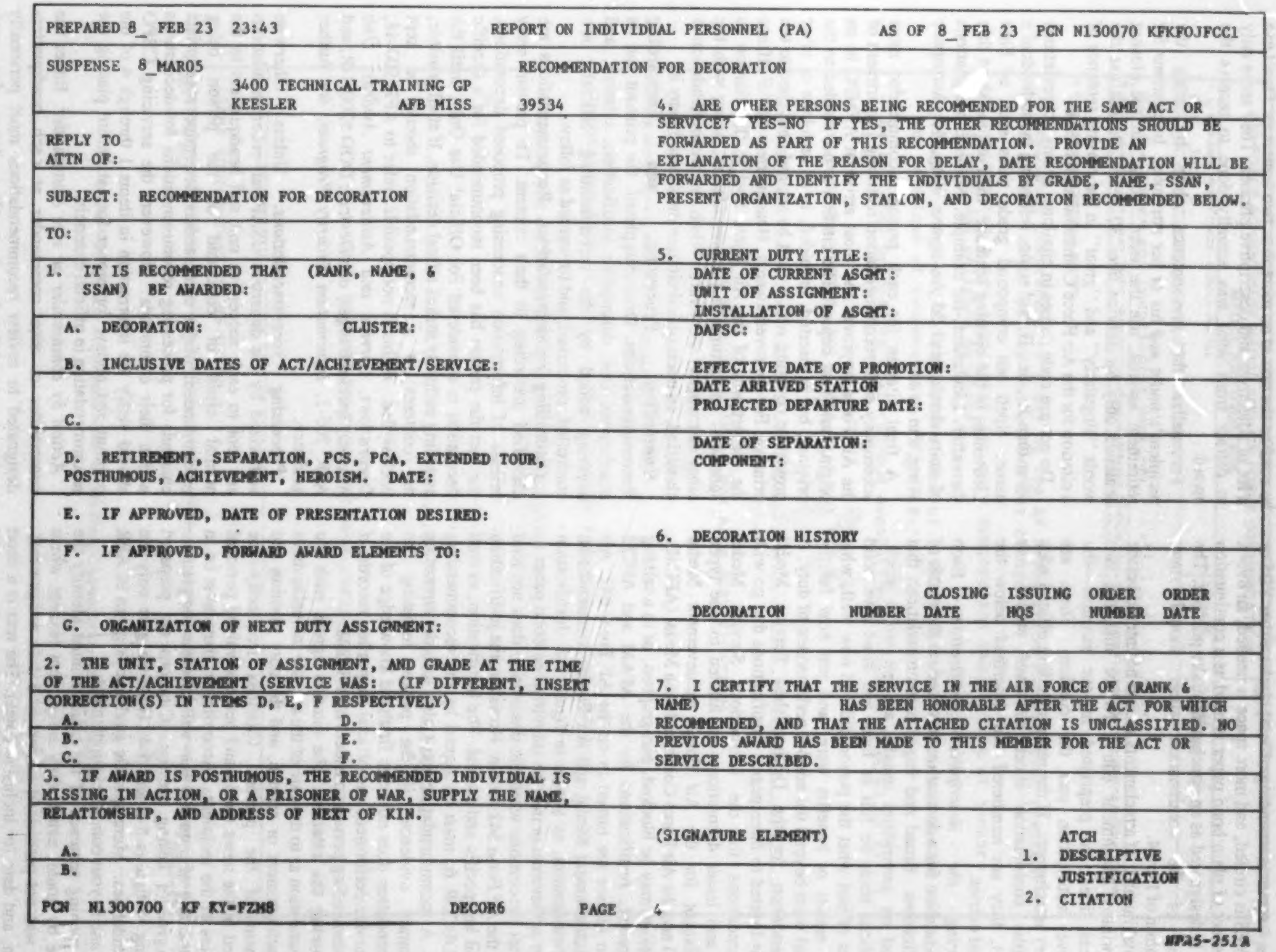
NOTE: Tables in AFR 900-48 give the description, awarding authority, and requirements for getting all awards and decorations.

Initiating a Recommendation. Anyone, other than the person being recommended, who has knowledge of the act, achievement, or service believed to warrant award of a decoration may initiate a recommendation for an award. Preferred recommendations are those initiated by the person's commander or supervisor at the time the act, achievement, or service was performed.

Preparing a Recommendation. Individual recommendations are prepared in one of three ways—by letter, by message, or by using the recommendation for decoration computer printout, commonly called a DECOR 6 printout, shown in figure 5-1. A letter may be used only when the computer printout is not available. A message may be used only when heroism is involved and immediate recognition is essential. Since you will almost always use the computer printout, we have limited our discussion to it and its attachments. However, AFR 900-48 tells how to use the letter and message formats.

Completing the DECOR 6. The recommending official must request this printout from the CBPO Personal Affairs unit (DPMAP) It is used for all individual decorations. Notice that the printout is similar to a fill-in form letter. Since most of the blocks are self explanatory we won't discuss them in great detail.

The REPLY TO ATTN OF and SUBJECT are completed by the recommending official. The SUBJECT is preprinted by the computer. Items 1 through 3 should give you no problems, but item 4 may, so let's take a closer look at it.



```
PREPARED 8_ FEB 23  23:43            REPORT ON INDIVIDUAL PERSONNEL (PA)      AS OF 8_ FEB 23  PCN N130070 KFKFOJFCC1

SUSPENSE  8_MAR05                        RECOMMENDATION FOR DECORATION
              3400 TECHNICAL TRAINING GP
              KEESLER          AFB MISS     39534        4.  ARE OTHER PERSONS BEING RECOMMENDED FOR THE SAME ACT OR
                                                         SERVICE?  YES-NO  IF YES, THE OTHER RECOMMENDATIONS SHOULD BE
REPLY TO                                                 FORWARDED AS PART OF THIS RECOMMENDATION.  PROVIDE AN
ATTN OF:                                                 EXPLANATION OF THE REASON FOR DELAY, DATE RECOMMENDATION WILL BE
                                                         FORWARDED AND IDENTIFY THE INDIVIDUALS BY GRADE, NAME, SSAN,
SUBJECT:  RECOMMENDATION FOR DECORATION                  PRESENT ORGANIZATION, STATION, AND DECORATION RECOMMENDED BELOW.

TO:
                                                         5.  CURRENT DUTY TITLE:
1.  IT IS RECOMMENDED THAT  (RANK, NAME, &                   DATE OF CURRENT ASGMT:
    SSAN)  BE AWARDED:                                       UNIT OF ASSIGNMENT:
                                                             INSTALLATION OF ASGMT:
  A.  DECORATION:              CLUSTER:                      DAFSC:

  B.  INCLUSIVE DATES OF ACT/ACHIEVEMENT/SERVICE:            EFFECTIVE DATE OF PROMOTION:
                                                             DATE ARRIVED STATION
                                                             PROJECTED DEPARTURE DATE:
  C.
                                                             DATE OF SEPARATION:
  D.  RETIREMENT, SEPARATION, PCS, PCA, EXTENDED TOUR,       COMPONENT:
  POSTHUMOUS, ACHIEVEMENT, HEROISM.  DATE:

  E.  IF APPROVED, DATE OF PRESENTATION DESIRED:
                                                         6.  DECORATION HISTORY
  F.  IF APPROVED, FORWARD AWARD ELEMENTS TO:
                                                                                    CLOSING  ISSUING  ORDER   ORDER
                                                             DECORATION      NUMBER DATE     HQS      NUMBER  DATE

  G.  ORGANIZATION OF NEXT DUTY ASSIGNMENT:

2.  THE UNIT, STATION OF ASSIGNMENT, AND GRADE AT THE TIME
OF THE ACT/ACHIEVEMENT (SERVICE WAS:  (IF DIFFERENT, INSERT   7.  I CERTIFY THAT THE SERVICE IN THE AIR FORCE OF (RANK &
CORRECTION(S) IN ITEMS D, E, F RESPECTIVELY)                  NAME)          HAS BEEN HONORABLE AFTER THE ACT FOR WHICH
  A.                    D.                                    RECOMMENDED, AND THAT THE ATTACHED CITATION IS UNCLASSIFIED. NO
  B.                    E.                                    PREVIOUS AWARD HAS BEEN MADE TO THIS MEMBER FOR THE ACT OR
  C.                    F.                                    SERVICE DESCRIBED.
3.  IF AWARD IS POSTHUMOUS, THE RECOMMENDED INDIVIDUAL IS
MISSING IN ACTION, OR A PRISONER OF WAR, SUPPLY THE NAME,
RELATIONSHIP, AND ADDRESS OF NEXT OF KIN.
                                                              (SIGNATURE ELEMENT)                      ATCH
  A.                                                                                               1.  DESCRIPTIVE
  B.                                                                                                   JUSTIFICATION
                                                                                                   2.  CITATION
PCN  N1300700  KF KY=FZM8                  DECOR6       PAGE    4
                                                                                                         MPA5-251A
```

Figure 5–1. Recommendation for decoration computer printout.

In item 4 the recommending official circles either YES or NO. If YES is circled, and more space is needed, an 8½- x 11-inch sheet of plain bond paper is used as a continuation sheet. It is designated as an attachment to the printout. The first line of the continuation sheet should state: Continuation of Item 4.

The total number of attachments should be entered beside the preprinted attachment entry. Notice that the two attachment titles are preprinted in our example—the descriptive justification and the citation. These are mandatory attachments. If the recommending official adds others (the continuation sheet discussed earlier, for example), they are numbered and described below the preprinted entries.

Preparing the descriptive justification. Each recommendation for a decoration is judged on the worth of its justification. Broad and vague recommendations that are based on generalities usually are not worth much. Justifications must be full of facts and must give solid examples of just what the person did and how well, what the end results or benefits were, and just how far the individual went beyond the normal performance of duty. A recommendation for the Distinguished Service Medal (DSM) is limited to three pages. Justifications that go with recommendations for the Meritorious Service Medal (MSM) and lesser decorations are limited to one typed page. Except for the Air Force Achievement Medal (AFAM) and the Air Force Commendation Medal (AFCM), justifications may be blocked, paragraphed, or in a talking paper format. Justifications for the AFAM and AFCM based on service are turned in on the AF Form 642, Air Force Achievement Medal and Air Force Commendation Medal Justification, as shown in figure 5-2. Justification based on achievements may be submitted on bond paper as with other decorations when the description does not lend itself to the AF Form 642 format. However, the justification must still be specific and factual. The justification, as well as the DECOR 6, must be signed by the recommending official. A recommendation must also include supporting documentary evidence, if the person initiating the recommendation does not have firsthand knowledge of the act or service performed, and official supporting records, if the recommending person considers it advisable.

Preparing the citation. The citation agrees with the recommendation as to the date of the act, the inclusive dates of the achievement or service, and the duty position and assignment of the person. Citations frequently are published in the news media and become valued personal momentos of the recipients. Accordingly, they must be in good taste and of a quality that will give the recipients a high degree of lasting prestige. Citations are prepared according to figures 5-3 and 5-4. Here we give only the basic guidelines. More specific guidance is given in AFR 900-48 and in your command supplement.

The opening sentence of the citation must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates). The text is a short description of the act, achievement, or service. Be specific on facts. Except for the opening and closing statements, try to confine the text to no more than two sentences. Don't use a lot of adjectives and descriptive phrases. They serve only to detract from what was actually done to receive the award.

Personalize the one-sentence close by using the recipient's name and his or her attributes. In citations for retirement awards, use the word "long" in the closing sentence only for service over 30 years. Do not use the words "singularly" and "great" in the closing sentence of a citation for the Air Force Commendation Medal.

Do not use code names in citations, or any abbreviations other than Jr., Sr., II, and so on, following the individual's name. Spell out compound grade titles such as First Lieutenant in the opening sentence, then use the short title thereafter. Lieutenant, for example. Numeric designations of units should read 3d Aerospace Wing, 4th Aerospace Wing, and so on.

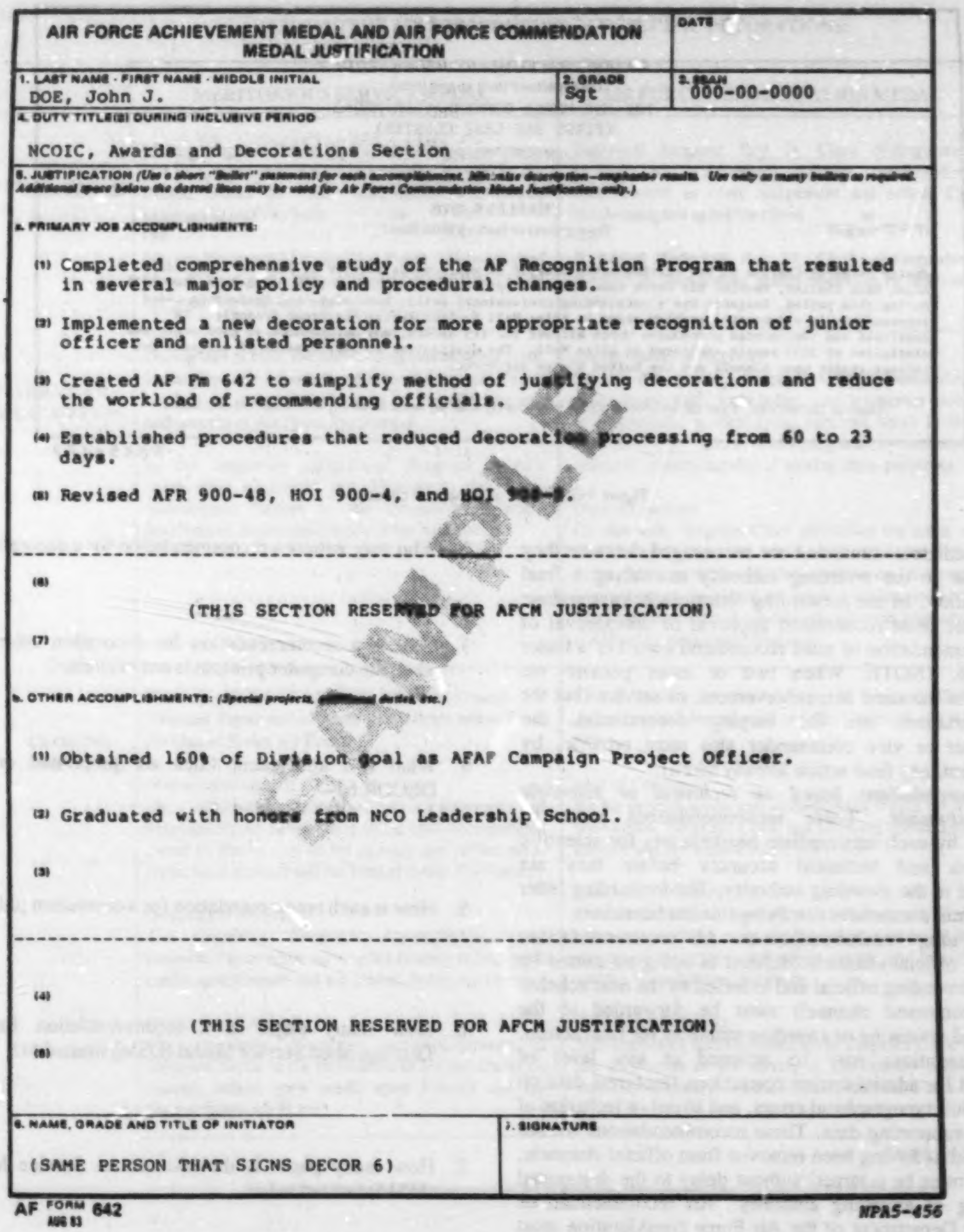
A final citation for each person recommended must accompany each recommendation requiring Department of the Air Force approval and must arrive at AFMPC in an original and four copies. The citation is not stapled to the printout, but is inserted, unfolded, in an envelope or other protective covering which must be securely attached to the printout. For approved awards, Headquarters USAF affixes the Department of the Air Force Seal to the citation as submitted and returns it for presentation, along with the other elements of the award. When the recommendation is classified, an unclassified citation must accompany it.

Controlling, Processing, and Forwarding Recommendations. Once completed, the printout and its attachments (the descriptive justification, citation, and anything added by the recommending official), are controlled, processed, and forwarded as follows.

Controlling recommendations. Recommendations are classified according to their content. To prevent early release of information concerning proposed decorations, the fact the person has been recommended for a specific decoration is considered For Official Use Only, until the awarding authority makes a final decision. If at all possible, the contents of a recommendation should be kept unclassified. If this is not possible, refer to AFR 900-48, *Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices;* DOD 5200.1-R; and AFR 205-1, *Information Security Program*, for further guidance.

Processing recommendations. Unless otherwise authorized by Headquarters USAF, all recommendations are sent to each successive unit and headquarters in the normal chain of command of the person being recommended. Major commanders determine appropriate channels for processing recommendations for decorations within their commands. However, the servicing CBPO should verify the information in items 1 through 4 of the printout and review for proper format before placing the recommendation in official channels.

Action by commander or vice commander. Either the commander or vice commander at each headquarters designated to review recommendations must personally review and sign the forwarding letter for each recommendation. Comments or alternate recommendations



AIR FORCE ACHIEVEMENT MEDAL AND AIR FORCE COMMENDATION MEDAL JUSTIFICATION

DATE

1. LAST NAME - FIRST NAME - MIDDLE INITIAL DOE, John J.	2. GRADE Sgt	3. SSAN 000-00-0000

4. DUTY TITLE(S) DURING INCLUSIVE PERIOD

NCOIC, Awards and Decorations Section

5. JUSTIFICATION *(Use a short "Bullet" statement for each accomplishment. Minimize description—emphasize results. Use only as many bullets as required. Additional space below the dotted lines may be used for Air Force Commendation Medal Justification only.)*

a. PRIMARY JOB ACCOMPLISHMENTS:

(1) Completed comprehensive study of the AF Recognition Program that resulted in several major policy and procedural changes.

(2) Implemented a new decoration for more appropriate recognition of junior officer and enlisted personnel.

(3) Created AF Fm 642 to simplify method of justifying decorations and reduce the workload of recommending officials.

(4) Established procedures that reduced decoration processing from 60 to 23 days.

(5) Revised AFR 900-48, HOI 900-4, and HOI 900-8.

(6)

(THIS SECTION RESERVED FOR AFCM JUSTIFICATION)

(7)

b. OTHER ACCOMPLISHMENTS: *(Special projects, additional duties, etc.)*

(1) Obtained 160% of Division goal as AFAF Campaign Project Officer.

(2) Graduated with honors from NCO Leadership School.

(3)

(4)

(THIS SECTION RESERVED FOR AFCM JUSTIFICATION)

(5)

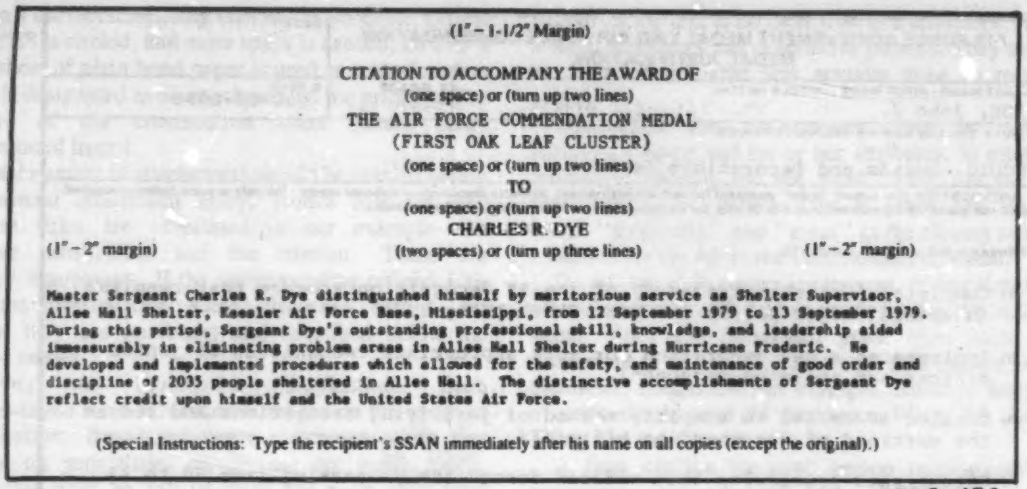
6. NAME, GRADE AND TITLE OF INITIATOR (SAME PERSON THAT SIGNS DECOR 6)	7. SIGNATURE

AF FORM 642 AUG 83

NPA5-456

SAMPLE

Figure 5-2. Air Force Achievement Medal and Air Force Commendation Medal justification.



(1" – 1-1/2" Margin)

CITATION TO ACCOMPANY THE AWARD OF
(one space) or (turn up two lines)
THE AIR FORCE COMMENDATION MEDAL
(FIRST OAK LEAF CLUSTER)
(one space) or (turn up two lines)
TO
(one space) or (turn up two lines)
CHARLES R. DYE
(1" – 2" margin) (two spaces) or (turn up three lines) (1" – 2" margin)

Master Sergeant Charles R. Dye distinguished himself by meritorious service as Shelter Supervisor, Allee Hall Shelter, Keesler Air Force Base, Mississippi, from 12 September 1979 to 13 September 1979. During this period, Sergeant Dye's outstanding professional skill, knowledge, and leadership aided immeasurably in eliminating problem areas in Allee Hall Shelter during Hurricane Frederic. He developed and implemented procedures which allowed for the safety, and maintenance of good order and discipline of 2035 people sheltered in Allee Hall. The distinctive accomplishments of Sergeant Dye reflect credit upon himself and the United States Air Force.

(Special Instructions: Type the recipient's SSAN immediately after his name on all copies (except the original).)

NPA5-473

Figure 5–3. Sample of completed citation.

by intermediate commanders are encouraged, because they are helpful to the awarding authority in making a final determination. In the forwarding letter, each intermediate commander must recommend approval or disapproval of the recommendation or must recommend award of a lesser decoration. (NOTE: When two or more persons are involved in the same act, achievement, or service (but the recommendations are for varying decorations), the commander or vice commander also must provide, by indorsement, any final action already taken).

Recommendations based on technical or scientific accomplishments. These recommendations must be reviewed by each intermediate headquarters for scientific correctness and technical accuracy before they are forwarded to the awarding authority. The forwarding letter must contain a statement certifying this has been done.

Forwarding recommendations. All recommendations placed in official channels (defined as being submitted by the recommending official and indorsed by the next echelon in the command channel) must be forwarded to the designated reviewing or awarding authority for final action. Recommendations may be returned at any level of command for administrative corrections (incorrect data on the printout, typographical errors, and so on) or inclusion of essential supporting data. These recommendations are not considered as having been removed from official channels, but they must be returned without delay to the designated reviewing or awarding authority. All recommendations requiring Department of the Air Force consideration must be forwarded to AFMPC.

Exercises (247):

1. What US military decorations are most commonly awarded to DAF personnel?

2. Who may initiate a recommendation for a decoration?

3. How is a recommendation for decoration submitted when the computer printout is not available?

4. What two attachment titles are preprinted on the DECOR 6?

5. How is each recommendation for a decoration judged?

6. How many pages is a recommendation for the Distinguished Service Medal (DSM) limited to?

7. How many pages is the Meritorious Service Medal (MSM) limited to?

8. With the exception of the Air Force Achievement Medal (AFAM) and the Air Force Commendation Medal (AFCM), how may the justification be typed?

SUGGESTED CITATION CONTENT FOR SPECIFIC DECORATIONS:

	MERITORIOUS SERVICE MEDAL	AIR FORCE COMMENDATION MEDAL
OPENING SENTENCE	Master Sergeant Doyle R. Payne distinguished himself in the performance of outstanding service to the United States as (duty assignment) OR (while assigned to (office) from ______ to ______). OR Master Sergeant Doyle R. Payne distinguished himself by outstanding achievement (as) OR (while assigned to), (on) or (from ______ to ______).	Technical Sergeant Roy D. Clark distinguished himself by meritorious service (outstanding achievement) as (duty assignment and office) OR (while assigned to (office) from ______ to ______). OR Technical Sergeant Roy D. Clark distinguished himself by outstanding achievement (at or near) on (date).
NARRATIVE DESCRIPTION	During this period, the outstanding professional skill, leadership, and ceaseless efforts of Sergeant Payne resulted in major contributions to the effectiveness and success of Air Force Program(s). OR In this important assignment, Sergeant Payne's outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Air Force.	(Achievement or Service) During this period, Sergeant Clark's outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of ______ and in developing and implementing research projects capable of solving these problems. (Act of Courage) On that date, Sergeant Clark arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. Without hesitation, Sergeant Clark went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance.
CLOSING SENTENCE	The singularly distinctive accomplishments of Sergeant Payne reflect great credit upon himself and the United States Air Force. (Retirement Award) The singularly distinctive accomplishments of Sergeant Payne culminate a (long and) distinguished career in the service of his country and reflect great credit upon himself and the United States Air Force. (Separation Award) The singularly distinctive accomplishments of Sergeant Payne while serving his country reflect great credit upon himself and the United States Air Force. (Posthumous Award) The singularly distinctive accomplishments of Sergeant Payne in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.	The distinctive accomplishments of Sergeant Clark reflect credit upon himself and the United States Air Force. (Act of Courage) By his prompt action and humanitarian regard for his fellowman, Sergeant Clark has reflected credit upon himself and the United States Air Force. (Retirement Award) The distinctive accomplishments of Sergeant Clark culminate a (long and) distinguished career in the service of his country and reflect credit upon himself and the United States Air Force. (Posthumous Award) The distinctive accomplishments of Sergeant Clark in the dedication of his service to his country reflect credit upon himself and the United States Air Force.

NPA5-474

Figure 5-4. Suggested citation content for 00000 specific decorations.

9. What must the opening sentence of the citation contain?

10. Excluding the opening and closing statements, the text of citation should be limited to how many sentences?

11. How many sentences should the close of a citation contain?

12. The words "singularly" and "great" are used in the closing sentence of a citation for the Air Force Commendation Medal. True or False?

13. What is the rule on using code names in a citation?

14. What action does HQ USAF take for approved awards?

15. How are recommendations classified?

16. What directive(s) gives you specific information concerning classification and control of classified decoration recommendations?

17. Can intermediate commanders comment on the propriety of lesser awards if they do not recommend approval of the suggested award?

18. Who is responsible for reviewing recommendations for decorations for technical or scientific accomplishments, and what are they reviewing for?

5-2. Preparing Recommendations for Unit or Organizational Awards

This section discusses the types of unit and organizational awards and the procedures for initiating, preparing, and processing them.

248. State general criteria for granting unit or organizational awards, and specify procedures for initiating, preparing, and processing recommendations and citations for these awards.

General Criteria for Granting Unit Awards. Unit awards are granted to military units that distinguish themselves during peacetime or in action against hostile forces or an armed enemy of the United States. Designated subordinate units of an organization may share in an award. Higher organizations may not share in the awards of their subordinate units.

Initiating recommendations. Recommendations are initiated and submitted by the persons or activities identified in figure 5-5. Also given in the figure are the individuals or activities who must provide additional comments or recommendations.

Preparing recommendations. Prepare recommendations in accordance with formats shown in AFR 900-48. A typical letter recommendation is shown in figure 5-6.

Processing recommendations. Intermediate command headquarters must process recommendations as fast as possible. The commander or vice commander must

INITIATOR OF UNIT ORGANIZATIONAL AWARD RECOMMENDATIONS

RULE	A	B	C	D
	If unit organization is	and the act, achievements, or services were performed all or partly while	then recommendation must be initiated by	and comments or recommendations must be included by
1	an active duty unit or organization	under operational control of a joint or unified commander	a commander higher in chain of command	appropriate joint or unified commander
2	not under operational control of a joint or unified commander		MAJCOM or SOA that exercises operational control over unit	
3	Air Reserve nonactive duty	EAD*		
4	active duty	not on EAD		
5	ANG nonactive duty	on EAD		
6		not on EAD	Air Force advisor, or a senior commander in the ANG chain of command, or the State Adjutant General	gaining MAJCOM and Chief, NGB, in turn.
7	detached from parent organization	attached to host organization	parent organization	MAJCOM or SOA of the parent organization.

NPA5-472

* Extended active duty

Figure 5-5. Initiator of unit organization award recommendations.

Sample of Letter of Recommendation

(Appropriate Letterhead)

REPLY TO
ATTN OF: (office symbol) (date)

SUBJECT: Recommendation for Award of the Air Force Outstanding Unit Award (AFOUA) OR Air Force Organizational Excellence Award (AFOEA) – (Unit designation)

TO: (Commander of next higher headquarters)

1. The (specify unit or establishment) is recommended for the (specify first, second, etc.) award of (specify name of award) for (specify exceptionally meritorious service OR exceptionally meritorious achievement, etc.) from __(date)__ to __(date)__ . (Do not indicate oak leaf clusters.) Ensure that the opening date does not overlap closing date of an award.

a. List all previous awards to units to include those received under prior designations of the unit. Example: Previous award: AFOUA – DAFSO GB–780/69 (designated 832d Supply Squadron during this period).

b. List all assigned and attached subordinate elements that will share in the award, and the inclusive dates, if they differ from that of the unit being recommended. Exclude dates during which the subordinate elements were not assigned or attached, or did not contribute to the overall service or achievement. List subordinate elements that were redesignated, activated, or discontinued during the period of the award by using each of their designations, where appropriate. Detachments and operating locations of units awarded the AFOUA automatically share in the award unless otherwise indicated in the recommendation. Do not list units that belong to another command.

2. This unit qualified for the award by: (Give a specific narrative description, not to exceed 4 pages, of the heroism, achievement, or service of the unit only during the period recommended). Do not include historical data pertaining to past achievements of the unit. Give concrete examples of exactly what the organization did and how, what benefits or results were realized, and why or how such benefits or results significantly exceeded expected superior performance of duty. Justification should be factual to permit objective evaluation of the service or achievement by the Air Force Decorations Board. Photographs, extraneous documents, letters, etc., do not necessarily enhance the quality of the recommendation, and should be kept to the absolute minimum.

3. The service of the organization recommended has been honorable after the act or service for which recommended.

4. Other organizations (are) (are not) being recommended for the same act or service. (If recommendations for these organizations are not a part of this recommendation, explain delay, indicate date recommendations will be forwarded, and identify the organizations concerned and their present stations.)

5. An unclassified citation is attached (see attached sample). When the recommendation is classified, include an unclassified citation with the recommendation.

6. Other recommendations for awards to the same organization (are) (are not) pending.

7. A previous award has not been made to the organization for the same act or service described.

8. If the recommendation is approved, the award presentation date desired is (date). The award elements should be forwarded to (name of MAJCOM) for presentation arrangements.

(signature of recommending official)
(type name, grade, and title)

2 Atch
1. Citation
2. Other attachments

NPA5-158

Figure 5–6. Sample of letter of recommendation.

personally indorse each recommendation and suggest approval or disapproval. The commander is encouraged to comment and make alternate recommendations as an aid to the awarding authority in making a final determination. The commander forwards all recommendations through command channels to the awarding or disapproving authority for final action, regardless of whether intermediate commanders consider the requirements for the award have been met.

Preparing the citation. The citation is a short narrative description of the act, achievement, or service for which the award was made. It must accompany the recommendation. Figure 5-7 is an example of a narrative prepared to accompany the award of the Presidential Unit Citation. A

By virtue of the authority vested in me as President of the United States and as Commander in Chief of the Armed Forces of the United States, I have today awarded

THE PRESIDENTIAL UNIT CITATION (AIR FORCE)

FOR EXTRAORDINARY HEROISM

TO

DETACHMENT 1, 314TH TACTICAL AIRLIFT WING

UNITED STATES AIR FORCE

Detachment 1, 314th Tactical Airlift Wing, Pacific Air Forces, distinguished itself by extraordinary heroism in connection with military operations against opposing armed forces in Southeast Asia from 1 July 1967 to 1 March 1968. During this period, members of Detachment 1, 314th Tactical Airlift Wing, flying unarmed and unescorted aircraft over 1,800 hours, transported more than 3,000 tons of supplies and 18,000 friendly forces to remote areas of Southeast Asia to provide immediate relief for American and Republic of Vietnam forces under attack. In the course of these resupply and troop movement missions, Detachment 1 personnel repeatedly braved intense hostile fire from mortars, antiaircraft artillery, and small arms weapons. The professionalism, dedication to duty, and extraordinary heroism demonstrated by the members of Detachment 1, 314th Tactical Airlift Wing, are in keeping with the finest traditions of the military service and reflect the highest credit upon themselves and the Armed Forces of the United States.

NOTE: The opening and closing sentences of the citation may not be changed except to reflect the correct "from" and "to" dates and the designation of the unit. The citation is double spaced.

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Figure 5–7. Citation example.

major difference between a citation prepared for an individual award and one prepared for a unit or organizational award is the way in which they are typed. Look back at figure 5-3, and you will see that the individual citation is typed with the long axis of the paper horizontal. Now look at figure 5-7 again. Notice that this citation is typed with the long axis of the paper vertical. Another difference is that the individual citation is single-spaced, while the unit citation is double-spaced.

Exercises (248):

1. **What are the general criteria for granting unit awards?**

2. **Who or what activity must submit the recommendation for a unit award if the unit is not under the operational control of a joint or unified commander?**

3. **Intermediate command headquarters should do what three things in processing recommendations for unit awards?**

4. **What is a major difference between a citation prepared for an individual award and one prepared for a unit?**

Answers for Exercises

CHAPTER 1

Reference:

200 – 1. Correspondence should flow from action office to action office within an organization, as well as between headquarters.

200 – 2. By not imposing any unnecessary review, coordination, or other control or routing on a piece of correspondence.

200 – 3. When the proposed action would greatly affect their function.

200 – 4. In the draft stage.

200 – 5. The letter content.

200 – 6. When it requires the exercise of command authority, but not the personal signature of the commander.

200 – 7. No.

200 – 8. AFR 12-17, *Authentication of Air Force Documents*.

200 – 9. To prevent a backlog of correspondence while the commander is absent.

200 – 10. Never.

200 – 11. Signing promptly insures dispatch on the day it is signed and avoids ''dumping'' mail on BITC.

200 – 12. To insure that the signature on the document will reproduce.

200 – 13. To save time when the workload is heavy.

201 – 1. Because there is limited value in controlling routine correspondence.

201 – 2. A standard time limit is usually set by the Chief, Base Administration and normally appears in a supplement to AFR 10-1.

201 – 3. No.

201 – 4. Yes.

201 – 5. At one level only (usually in the action office).

201 – 6. AF Form 388, Communications Control Record.

201 – 7. Suspense date and routing instructions.

201 – 8. The person who maintains the suspense file.

201 – 9. Daily, at the beginning of each day.

201 – 10. That a suspense date should be imposed only when it is imperative that you receive a reply by a specific date and when you are writing to subordinate organizations.

201 – 11. Notify the office concerned as far in advance as possible.

201 – 12. (a) Number of days required by the originator to prepare, coordinate, and process the communication; (b) mail time to the recipient; (c) number of days the recipient will need to prepare and transmit a reply.

202 – 1. No.

202 – 2. Gives the person signing a particular piece of correspondence background information and facts.

202 – 3. Serves as a routing slip and, also, as a transmittal slip for correspondence and publications.

202 – 4. To record telephone messages, memorandums of calls, memorandums of visitors, or to inform personnel of a visitor or telephone call.

202 – 5. Saves the time required for typing and correcting, and saves the cost of duplicating.

203 – 1. 8½ by 11 inches.

203 – 2. Any level, group or above, can use letterhead stationery when the quantity used justifies the printing cost.

203 – 3. Only the Department of Defense seal.

203 – 4. Just as it is stated in the special order that established it.

203 – 5. The word HEADQUARTERS is used in the identity of major commands and separate operating agencies. It is also used for any organizational level below this, including group level, if the word HEADQUARTERS appeared in the activation order.

203 – 6. The geographical location and the ZIP code.

203 – 7. (1) REPLY TO ATTN OF, (2) SUBJECT, and (3) TO.

203 – 8. Fold marks and typist guidelines.

203 – 9. A major command or separate operating agency.

203 – 10. Plain, white bond paper.

203 – 11. Normally, yellow manifold or yellow manifold carbon sets.

203 – 12. It is used for carbon copies of a letter that are to be sent to organizations outside your headquarters.

204 – 1. To assure direct transmission and delivery of administrative communications and parcels to functional elements at all levels of Air Force organization.

204 – 2. It expedites processing and delivery of communications.

204 – 3. Two- and three-position (alpha) elements.

204 – 4. A major functional area of the Air Force.

204 – 5. A basic functional element under a parent major functional area.

204 – 6. To identify subfunctions of a basic function.

204 – 7. Director of Administration, HQ USAF.

204 – 8. When activities are reorganized or when publications and forms are revised.

204 – 9. Functional statements and organization charts.

205 – 1. (1) The heading, (2) the body, and (3) the close.

205 – 2. The letterhead information (the name of the organization and its location), the captions, the information entered after the captions, and the date of the letter.

205 – 3. Where to send the reply.

205 – 4. In parentheses, immediately following the subject.

205 – 5. The full name and grade of the person concerned.

205 – 6. The abbreviated organization designation and the functional address symbol.

205 – 7. In parentheses, immediately following the functional address symbol.

205 – 8. A multiple address letter is sent to several addressees at the same time, with the address for each addressee's copy circled or underlined. If you are sending the same letter to several addressees, each addressee is listed, one after another, and the words IN TURN (capitalized) are typed immediately below the last addressee.

205 – 9. Typed or rubber-stamped at the time it is mailed.

205 – 10. Place the date on the right side of the letter in line with the REPLY TO ATTN OF caption. In the day, month, and year sequence.

206 – 1. Right margin, 1 inch; bottom margin, no less than 1 inch; left margin is set by typing two spaces after the colons following the captions. When using letterhead without captions, set a 1 inch left margin.

206 – 2. On the second line space after the last line of the address in the TO element.

206 – 3. When a one paragraph letter has fewer than 10 lines.

206 – 4. Number and letter each paragraph and subparagraph. If the letter has only one paragraph, do not number but indent and letter subparagraphs. Do not number paragraphs in personalized letters.

206 – 5. The subparagraphs would be identified by small letters of the alphabet, and the main paragraph would not be numbered.

206 – 6. Never divide a paragraph that has fewer than four lines; type the complete paragraph on one page or another. For paragraphs of more than four lines, at least two lines of the paragraph must be on one page or the other.

206 – 7. To clarify the meaning of written language.

206 – 8. Type it within the text using double quotation marks.

206 – 9. Divide words between syllables and place as many syllables as possible on the first line.

206 – 10. The first time the abbreviation is used, spell out the word or phrase and follow it with the abbreviation in parentheses. After that, the abbreviation may be used alone.

206 – 11. Include the name of the author, the title of the publisher, publication date, and the paragraph or page number where the referenced material can be found.

206 – 12. Never number a single-page letter or the first page of a multiple page letter. However, number the continuation pages in sequence, beginning with the number 2.

207 – 1. The authority line, the signature element, the attachment listing, and the copy distribution.

207 – 2. No, the close may consist of only the signature element.

207 – 3. The authority is typed flush with the left margin two line spaces below the last line of the text.

207 – 4. The typed or stamped name (grade and service, if military), the duty title, and the name of the office to which assigned.

207 – 5. When possible, it should consist of no more than three lines.

207 – 6. At least three spaces to the right of the center of the page, opposite the name in the signature element.

207 – 7. Briefly cite the activity, the office of origin, the type of correspondence, the date of the correspondence, and the number of copies, if more than one.

207 – 8. To list addressees who receive information copies of a letter.

207 – 9. Two line spaces below, and in line with, the attachment listing. If there are no attachments, begin it on the same line as the typed or stamped name of the signer, at least three letter spaces to the right of the center of the page.

207 – 10. By circling or underlining the organization and symbol for each copy.

208 – 1. To provide an official record of a letter prepared in your office.

208 – 2. The writer's name, telephone number, the typist's initials, and the date of preparation.

208 – 3. The writer's FAS and the FAS of each office that must required to coordinate on the letter.

209 – 1. A separate document referred to in a letter and transmitted with the letter or under separate cover with a copy of the letter.

209 – 2. In the same sequence as they appear in the attachment listing in the letter. They are numbered in the lower right corner of the attachment.

209 – 3. Place an additional number to the right and slightly above the number or letter labeling the attachment to indicate that the copy is the first, second, etc.

209 – 4. At the right bottom corner of a cover sheet and not on the attachment itself.

210 – 1. So the responsible person can read the letter in order and sign it without rearranging it.

210 – 2. With the original of the letter on top, followed by the attachments and courtesy copies, if any. Next would be the record (coordination) copy, followed by the information copies and any extra copies for internal use.

210 – 3. Clip it lengthwise, at the left side, behind the copies to be mailed.

210 – 4. A zone 2½ by 8 inches, located 1 inch from the left edge and 1/2 inch from the bottom edge of the envelope.

210 – 5. Turn the bottom third up from the bottom fold mark and over the body of the letter; turn the letter over; fold the top third back from the top fold mark.

211 – 1. An official letter to an individual, military or civilian, on a personal and private matter.

211 – 2. Letterhead stationery without caption.

211 – 3. Do not number paragraphs in a personalized letter.

211 – 4. "Dear" (and the name of the individual) and a closing such as "Sincerely."

212 – 1. To supply all necessary information when the same letter is sent to several addressees.

212 – 2. When an addressee needs to know the action or comments of a previous addressee.

212 – 3. In the address element. The addressees of an IN TURN letter are listed directly below each other.

212 – 4. By lining through the FAS and placing any brief comment, initials, and current date to the right of the lined-out symbol.

213 – 1. The name and telephone number of the writer is always included in the REPLY TO ATTN OF caption in the heading information.

213 – 2. The term "inclosure(s)."

213 – 3. An annex is a supplementary document that amplifies or explains the parent document; an appendix is a supplementary document that amplifies or explains an annex.

214 – 1. When only a simple acknowledgment or a brief routine reply is appropriate, and when you do not need a copy of the original correspondence or of the added comment for your file.

214 – 2. It can be handwritten or typed on incoming correspondence.

214 – 3. Same-page indorsement and separate-page indorsement.

214 – 4. The same-page indorsement.

214 – 5. The office of origin, the type of basic communication, its date, and the subject.

214 – 6. On the reverse side of the message.

214 – 7. You may indorse a multiple-page message either on a separate page (or via a transmittal letter) or on the back of the last page of the message.

214 – 8. Use the same format you would use for same- or separate-page indorsement.

215 – 1. To document a discussion, an oral agreement or commitment, or a piece of correspondence that is not available for the files.

215 – 2. They provide a record of completed or planned actions. They are not verbatim notes, but a concise summary of a discussion.

216 – 1. It states a problem and recommends a solution.

216 – 2. The address (TO:) element. This allows the report to seek its own level.

216 – 3. The statement of the problem, the factors bearing on the problem, the discussion (or recommended solutions), the conclusion (workable solution), and the action recommended (that is considered best).

216 – 4. The signature element of the person signing the report and a list of the attachments, if any.

217 – 1. They are concise, factual, written out lines prepared for an oral presentation.

217 – 2. Point papers.

217 – 3. To provide information, forward items of interest, or to summarize current or potential problems.

217 – 4. Position papers.

217 – 5. The margins will be 1 inch all around.

217 – 6. In the lower left margin on the first page.

218 – 1. To provide a quick, effective, economical way of preparing routine, repetitive-type correspondence.

218 – 2. They (1) save time and labor; (2) speed up transactions; (3) provide consistency; and (4) save paper.

218 – 3. A form letter is complete except for fill-in material, while the guide letter is a model.

218 – 4. (1) Prewritten, (2) fill-in, and (3) optional statement.

218 – 5. When typing recurring correspondence and preprinted letters would be inappropriate.

218 – 6. (1) The communication's impact or effect upon the recipient and (2) whether using a form letter is more economical than writing individual letters.

218 – 7. When the letter concerns a matter personal to the individual and is of such a nature that it might constitute a disrespect or an embarrassment to either the recipient or the Department of the Air Force.

218 – 8. A form letter may be justified with a 5-line text if used 30 or more times each month; 10-line text used 15 or more times each month; and a 15-line text used 10 or more times each month.

218 – 9. An analysis of all correspondence produced by your office over a period of time.

218 – 10. AFR 10-1, *Preparing Written Correspondence*, and AFP 13-2, *The Tongue and Quill*.

218 – 11. To permit the spelling of September, which is the month with the longest spelling.

218 – 12. Each time one is due for reprint. Review guide letters at least annually.

CHAPTER 2

219 – 1. Drafting, typing, coordinating, releasing, and delivering the message to the TCC; processing and transmitting the message by the sending TCC; and receiving and processing the message for distribution by the receiving TCC.

219 – 2. Electrical record messages may be used for official business only.

219 – 3. The commander has overall responsibility for message management, economy, and discipline.

219 – 4. The originator.

219 – 5. The releaser.

219 – 6. Official and quasi-official.

220 – 1. Certain designated commanders of unified and specified commands.

220 – 2. FLASH.

220 – 3. EMERGENCY COMMAND.

220 – 4. Very urgent messages relating to situations that greatly affect the national, command, and area security.

220 – 5. After the IMMEDIATE message.

220 – 6. The ROUTINE precedence is used on all messages that justify a rapid means of transmission but which are not urgent enough to require a higher precedence.

221 – 1. Official and quasi-official.

221 – 2. A general message.

221 – 3. Only those for which a general message title has been established.

221 – 4. A combination of letters or an abbreviation representing a predetermined group of addresses.

221 – 5. By an address indicating group of addresses.

221 – 6. (1) a.
(2) b.
(3) b.
(4) a.
(5) b.
(6) b.

222 – 1. The originator's organization or activity designation, FAS, DTG, and subject.

222 – 2. The DTG consists of six digits, followed by the universal time coordinated (UTC) zone suffix Z, followed by the month and year.

223 – 1. The drafter will assign the lowest security classification appropriate to the degree of protection required by the content of the message in accordance with DOD 5200.1-R/AFR 205-1.

223 – 2. Do not include classified information in messages to nonmilitary addressees unless they have been authorized access to it.

223 – 3. To flag a message for special handling or control.

223 – 4. AFR 12-30.

223 – 5. For Official Use Only (FOUO), Special Category (SPECAT), Limited Distribution (LIMDIS), Inspector Distribution (INSPECDIS), and Encrypt for Transmission Only (EFTO).

223 – 6. A SPECAT-designated message is a classified message identified with a special project or subject.

223 – 7. Use the LIMDIS designator on classified messages identified with specific projects or subjects that must receive limited distribution and special accessing in administrative support and user channels.

223 – 8. Within and between Air Force activities only.

224 – 1. Manually processed messageforms are printed in black ink on standard weight paper. Automatically processed forms are printed in dropout red or blue on heavyweight paper.

224 – 2. 69 characters including spaces.

224 – 3. Draw a line through the error, print the correct version in block letters directly above the error, and initial the correction in either margin of the DD Form 173 directly opposite the line in which the correction was made.

224 – 4. Stamp or block letter print the overall security classification of the message larger than the type.

224 – 5. The time the message is released.

224 – 6. Enter YES when it is not advisable that each addressee know who the other recipients are. Enter NO for all other messages.

225 – 1. Message addresses. Incorrect, incomplete addressing causes loss or excessive delays in communications/distributions channels.

225 – 2. AFR 10-6.

225 – 3. To the right of the colon, the number of spaces specified by the serving TCC.

225 – 4. Do not type a colon after INFO. Space once to the right of the last letter in INFO, align with the first letter of the address of the TO element, and type the complete address of the information addressees.

225 – 5. Fourteen spaces are indented from the left margin, and the word ZEN is typed and then the address(es).

225 – 6. The command post address of the major command that owns the aircraft.

225 – 7. Type //COLLECT// on the first line of the address.

225 – 8. Two lines below the last address line, flush with the left margin.

225 – 9. Delivery instructions tell the addressee to whom the message is to be delivered.

225 – 10. If the subject is obvious from the first line of the main body of the text or if it would cause an unclassified message to be classified.

225 – 11. After the subject.

226 – 1. Brevity.

226 – 2. Space twice to the right of period and type the security designation.

226 – 3. By sequential letters of the alphabet.

226 – 4. AFR 11-2.

226 – 5. After the last line of the text.

227 – 1. On either a black ink DD Form 173 or bond paper.

227 – 2. The same security classification as on the first page on the top and bottom security classification blocks.

227 – 3. One-inch margin at the top of the bond paper and use the same left and right margin settings used for typing the text on a DD Form 173.

227 – 4. The 2-digit page numbers are typed in the same relative position as on a DD Form 173.

227 – 5. An entire message beginning with the DTG.

227 – 6. When they quote other messages and continue with additional text.

227 – 7. The message originator may request the TCC to confirm when an electrically transmitted message has reached its addressees or their serving TCC.

227 – 8. General messages.

227 – 9. Only messages whose nondelivery would have severe military, political, or loss-of-life impact.

228 – 1. Releasing official.

228 – 2. By sending a new message.

228 – 3. The TCC.

228 – 4. SPECAT and LIMDIS.

228 – 5. Tell the TCC to hold the message for pickup at a specified time or if the security classification allows, to send the message by the BITS.

228 – 6. That the message has been received and its purpose understood.

228 – 7. DD Form 173 and AF Form 74.

228 – 8. AF Form 1026.

228 – 9. Excessive delay and nondelivery.

228 – 10. TCC sends this form to the releasing official.

229 – 1. To limit the volume of routine traffic in the communications system and to insure the flow of essential traffic.

229 – 2. Capability to respond to orders from higher headquarters, the impact on subordinates and commanders in adjacent and other areas, and the degree of operational necessity.

229 – 3. Commanders at all levels within their command or area of command responsibility, unless specifically denied by higher authority. Only the Joint Chiefs of Staff can impose MINIMIZE worldwide.

229 – 4. A general message that is a directive.

229 – 5. Informs all authorities within the immediate headquarters who exercise local control over the use of telecommunications that MINIMIZE is in effect.

229 – 6. Make sure messages meet MINIMIZE standards. They place their initials beside the words MINIMIZE CONSIDERED on the DD Form 173-1 or AF Form 1392.

229 – 7. Insert the statement MINIMIZE CONSIDERED in the Special Instructions block of DD Form 173.

229 – 8. The imposing or appropriate higher authority.

CHAPTER 3

230 – 1. They are published to direct actions or to announce decisions.

230 – 2. Authentication is the part of an order that makes it directive.

230 – 3. Directors/chiefs of administration at all levels.

230 – 4. Commanders of all Air Force organizations down to and including squadrons.

230 – 5. With concurrence of the appropriate commander or when directed by HQ USAF.

230 – 6. When use of a form is impractical.

230 – 7. AF Forms 899 and 973, and DD Form 1610.

230 – 8. All administrative orders except the P-series special orders.

230 – 9. E-6 and above.

230 – 10. Heading, body, and close.

230 – 11.(1) The phrase DEPARTMENT OF THE AIR FORCE.
  (2) The complete unit designation.
  (3) The major command of assignment, abbreviated in parentheses.
  (4) The mailing address.
  (5) The type and number of the order.
  (6) The date the order is published.

230 – 12. As many as is needed.

230 – 13. It makes the order directive.

230 – 14. The authority line.

230 – 15. Consecutively, beginning with number one at the first of the calendar year.

231 – 1. By grade or title, first name, middle initial, last name (or last name, first name, middle initial) and SSAN.

231 – 2. Department status and component.

231 – 3. Only when circumstances prevented written orders in advance.

231 – 4. All verbal orders must be confirmed in writing as soon as possible.

231 – 5. Date the verbal order was issued; source of the verbal order; if funds were expended or a flying status or aeronautical rating was effected, a statement that administrative conditions prevented earlier publication of written orders.

231 – 6. An explanation of circumstances.

232 – 1. By rescission, revocation, and amendment. AF Form 973, Request and Authorization for Change of Administrative Orders.

232 – 2. When the use of AF Form 973 is impractical.

232 – 3. When the orders are for convening a court-martial; for appointing investigating officers, boards, or committees; or for any action involving aeronautical orders.

232 – 4. When there is no longer a reason for it to remain in effect.

232 – 5. Be sure that no actions involving expenditures of funds or travel have taken place.

232 – 6. Revoke them.

232 7. Amend the order to correct the SSAN.

232 – 8. To correct errors in the heading and close of an order that has already been distributed.

232 – 9. By a double underscore.

232 – 10. A TRUE COPY is a copy of the complete order, whereas a TRUE EXTRACT COPY is a copy of only the required information.

232 – 11. An officer or other official authorized to authenticate orders.

233 – 1. To include or change port reporting instructions and air movement designators.

233 – 2. The issuing/approving official who issued the original order, or a lower echelon when authorized by a higher headquarters.

233 – 3. Below the body of a composed order or on the reverse side if no space is available on the front. Form orders are indorsed on the back of the form, or if this is not feasible, a separate page is used.

233 – 4. By careful wording, especially in stating the purpose of the duty to be done.

233 – 5. By including the name of a nearby location in the itinerary and authorizing variations in itinerary.

234 – 1. It must be required by a directive or have a legal or financial requirement for publication.

234 – 2. A letter or other prescribed method.

234 – 3. When it is a group action announced in P-series orders.

235 – 1. No later than the first workday after publication.

235 – 2. For inclusion in the master personnel record.

235 – 3. It may be a list of organizations or individuals, with the number of copies each is to receive, or it may be indicated by a code letter.

235 – 4. In a standard distribution list prepared by the publishing organization.

236 – 1. For all administrative orders published.

236 – 2. In numerical sequence by type and series, separate from extra copies.

236 – 3. In the lower right corner to show the paragraph and order number it pertains to.

236 – 4. The type of action and the number and year of the special order directing the action.

236 – 5. They are posted in ink in the left margin of the order. If there is no room in the left margin, they are posted in any conspicuous place as long as no part of the original order is obliterated.

237 – 1. They appoint, assign, promote, demote, retire, separate, and direct temporary duty; authorize travel of both military and civilian personnel and dependents; announce assumption of command; designate, activate, assign, redesignate, and inactivate units; and award decorations.

237 – 2. It helps to identify the subject matter of the order.

237 – 3. Refer to Table 1-1, Series of Special Orders, in AFR 10-7.

237 – 4. Permanent and temporary.

237 – 5. The officer assuming command.

237 – 6. Nothing. The orders published for the other officer to assume command during the commander's temporary absence are automatically rescinded when the commander returns.

237 – 7. The effective date.

237 – 8. A statement that the officer is appointed commander by direction of the President, the designation of the unit he or she will command, and the effective date.

237 – 9. When they need the authority to take command actions.

237 – 10. The station and command of assignment.

237 – 11. When authority to activate the unit to another station has not been received.

237 – 12. The decorations are listed in the order of precedence prescribed in AFR 35-10, and the personnel are listed alphabetically, by grade, for each decoration.

237 – 13. No Air Force member is placed on TDY at any one location within a 12-month period for more than 179 days, to include travel time to and from the place of TDY.

237 – 14. 20 weeks.

238 – 1. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel.

238 – 2. CONFIRMATORY, REPEATED, BLANKET, and PERMISSIVE.

238 – 3. Any delay en route.

238 – 4. "Presently on (TDY, short tour of AD, or leave) per (include here enough information to identify the order)." In block 16.

238 – 5. When it costs less than transportation by common carrier.

238 – 6. Leave these four small blocks blank unless such information is required by local instruction.

238 – 7. Include the class entry date, the trainee's primary or additional Air Force specialty code, and this statement in all school orders: "Individual will report to TDY station NET (hour and date) or NLT (hour and date); and will depart TDY station NLT 1 day after completion of training course." If applicable, include this statement: "During the period of TDY, individual is attached to (unit) for (administration) (separation) (reenlistment) (appointment) processing."

238 – 8. "Permissive TDY at no expense to the Government authorized for (hour and date) to (hour and date) for the purpose of (state purpose, i.e., performing at officer and NCO open messes etc.)."

238 – 9. Leave this item blank unless you are required to complete it by local instruction.

238 – 10. They are used for personnel who make regular and frequent trips away from their duty stations within certain geographical limits.

238 – 11. They may not extend from one fiscal year into another, and they may not be used for any one trip in excess of 179 days.

238 – 12. The Chief of Staff, HQ USAF, and the commanders of major commands.

238 – 13. It contains basically the same information, except that the geographical area in which the person is to travel must be specified and the effective and expiration dates must be prescribed.

238 – 14. To allow for a necessary number of round trips from a permanent duty station to and from, or between, specific locations.

238 – 15. Any commander authorized to publish travel orders.

238 – 16. Orders that allow individuals to be away from their duty station without being charged leave. There is no reimbursement for travel expenses.

239 – 1. Applicable statements from AFR 10-7.

239 – 2. AF Form 1820, Request Justification for Special Authorization.

239 – 3. Advantage to the Government.

239 – 4. Mission requirements, availability of satisfactory commercial or Government transportation, and cost to the Government.

239 – 5. For the omission of travel to places stated in a travel order, changes in the order of travel, necessary travel between places shown, and travel to additional places not shown but necessary to the mission.

239 – 6. No.

240 – 1. By all military personnel except attaches and mission personnel, in conjunction with their PCS orders when traveling in a NATO country.

240 – 2. To correspond with the traveler's basic travel orders.

240 – 3. One year from the date of publication.

241 – 1. The grade, name, SSAN, and organization of the person being promoted; grade to which promoted, indicating that the grade is permanent; date of rank; effective date of promotion; promotion cycle and sequence number of the promotion; statement citing the regulation under which the promotion is effected and the document authorizing the promotion.

241 – 2. If the other personnel action has not been processed or coordinated yet, you would go ahead and publish the orders so the airman's promotion would not be held up.

241 – 3. The date of rank in grade to which demoted.

241 – 4. AFR 39-30.

241 – 5. The proficiency rating from which the airman is being removed, the effective date, the control AFSC, and the authority.

242 – 1. They may not order members of the Air Force Reserve to EAD, effect court-martial actions, or effect aeronautical ratings, designations, or flying status.

242 – 2. Aeronautical orders.

242 – 3. Reserve orders.

CHAPTER 4

243 – 1. (1) d.
(2) f.
(3) b.
(4) a.
(5) c.
(6) e.

244 – 1. Use whiteout and pen-and-ink changes to correct minor errors. Corrections and erasures that change sentence meaning must be initialed by the evaluator making the change. Redo reports that contain too many corrections.

244 – 2. Section III, Evaluation of Performance, and Section IV, Overall Evaluation.

244 – 3. Generally, don't use them. If they must be used, give an explanation, including a description of the part the ratee played in the exercise or project.

244 – 4. The APR notice or shell.

244 – 5. The shell tells the rater the reason for the report, and gives the time period for which the report should be written, the number of days of supervision, and other pertinent information required to complete the APR form.

244 – 6. The rater.

244 – 7. AF Form 909 (Airman Basic through Senior Airman); AF Form 910 (TSgt, SSgt, Sgt); and AF Form 911 (CMSgt, SMSgt, MSgt).

244 – 8. From the APR shell or the rater.

244 – 9. The period of the report begins with the date following the closeout date of the preceding report. An individual's first report, or first report after a break in service, begins with the date of entry or reentry on active duty.

244 – 10. It is usually closed out 30 calendar days before the rater's departure date.

244 – 11. All periods of 30 or more consecutive calendar days during which the ratee was not supervised by the rater are deducted from the period of supervision.

244 – 12. Current duty, additional duties, and prior duties.

244 – 13. Ratings (Xs) are usually entered by the rater and indorsers. They must be handwritten in reproducible ink (black or dark blue only).

244 – 14. Charges preferred, investigations, reviews by boards or evaluation or inquiry, or any similar actions related to the ratee that have not been finalized as of the closeout date of the APR, or information obtained solely through such incomplete actions; any action against the ratee that resulted in acquittal or in failure to implement successfully an intended personnel action; statements, testimony, or data obtained by, or presented to boards that are confidential; actions taken by an individual outside normal channels to obtain legal rights; a recommendation for decoration; race, ethnic origin, gender, age, or religion of the ratee; temporary or permanent disqualification under AFR 35-99; score data contained on the WAPS score notice or Senior NCO promotion score notice; drug or alcohol abuse rehabilitation programs; previous reports or ratings; Article 15 and actions taken under Article 15.

244 – 15. FACTS AND SPECIFIC ACHIEVEMENTS.

244 – 16. An APR is never signed or dated before the closeout date.

244 – 17. Only if the mandatory indorser requirements have been satisfied.

244 – 18. It prevents further indorsement of the report.

244 – 19. Normally, only an original is prepared for APRs on TSgts and below. An original and one copy are normally prepared for MSgt selectees and above.

244 – 20. Once all evaluators have completed their sections of the report, it must be either handcarried or transmitted in a securely sealed envelope marked APR DATA--TO BE OPENED BY ADDRESSEE ONLY through channels to the unit commander or headquarters squadron section commander for review. The commander also insures the report is sent to CBPO and filed in the airman's records.

245 – 1. Continuation sheets, additional indorsements, letters of evaluation, letters of referral, and letters of correction.

245 – 2. AF Form 77, Supplemental Evaluation Sheet.

245 – 3. The letter of evaluation (LOE).

245 – 4. In this case, a LOE is required.

245 – 5. All items (1 through 4).

245 – 6. One.

CHAPTER 5

246 – 1. To foster morale, incentive, and esprit de corps.

246 – 2. Decorations and unit awards, service awards, achievement awards, and other recognition.

247 – 1. Distinguished Service Medal, Bronze Star Medal, Meritorious Service Medal, Air Force Commendation Medal, and Air Force Achievement Medal.

247 – 2. Anyone, other than the person being recommended, who has knowledge of the act, achievement, or service.

247 – 3. By letter.

247 – 4. The descriptive justification and the citation.

247 – 5. On the worth of its justification.

247 – 6. Three pages.

247 – 7. One page.

247 – 8. Justifications may be blocked, paragraphed, or be in a talking paper format.

247 – 9. The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location, and date (or inclusive dates).

247 – 10. Two.

247 – 11. One.

247 – 12. False.

247 – 13. Code names are not used.

247 – 14. HQ USAF affixes the Department of the Air Force seal to the citation and returns it for presentation.

247 – 15. According to their content.

247 – 16. AFR 900-48, *Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices;* DOD 5200.1-R, AFR 205-1, *Information Security Program*.

247 – 17. Yes.

247 – 18. These recommendations must be reviewed by each intermediate headquarters for accuracy and correctness.

248 – 1. Awards are granted to units that distinguish themselves during peacetime or in action against hostile forces or an armed enemy of the United States.

248 – 2. The MAJCOM or SOA exercising operational control over the unit.

248 – 3. The commander or vice commander must personally indorse each recommendation and suggest approval or disapproval, may comment and make alternate recommendations, and must forward recommendations through channels for final action.

248 – 4. The citation for an individual award is typed with the axis of the paper horizontal and the citation for a unit award is typed with the long axis of the paper vertical. Also, the individual citation is single-spaced, while the unit citation is double-spaced.

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